

Occupational Outlook & Training Directory



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For assistance, see Help, Reader Online Guide.

Occupational Outlook & Training Directory

Sonoma County

1997-98

This publication is a product of the 1997 California Cooperative Occupational Information System (CCOIS) and a partnership between the Sonoma County Private Industry Council and the Labor Market Information Division of the California Employment Development Department.

PROJECT STAFF

Sonoma County Private Industry Council

a division of the

Sonoma County Human Services Department

Dianne M. Edwards, Director
Jerald C. Dufresne Dunn, Division Director
Al Redwine, Program Development Manager
Julie Kawahara-Holl, Program Analyst
Kathy Cuculich, Program Manager
Keri Fennell, Research Assistant
Lori Godwin, Research Assistant

Occupational Research Group

Jim Cassio, Project Consultant
John Harden, Research Coordinator

Labor Market Information Division

California Employment Development Department

Greg Case, CCOIS Site Analyst
Idell Weydemeyer, Area Analyst

Since this report is based on information collected from hundreds of local employers and training providers, the producers of this publication would like to extend a warm *Thank You!* to all those who provided us with their valuable time and information. Without your cooperation, it wouldn't happen. Thanks also to the management and technical support staff at EDD's Labor Market Information Division.

Introduction

Welcome to the 1997-98 Occupational Outlook & Training Directory for Sonoma County. This **annual** publication is a product of the California Cooperative Occupational Information System (CCOIS) and a partnership between the Sonoma County Private Industry Council and the Labor Market Information Division of the California Employment Development Department.

This Publication Includes

- Occupational Outlook Profiles on 75 Occupations
- Training Directory of School and Program Information

Occupational outlook profiles are based on data collected from Sonoma County employers between 1995 and 1997.

The training directory is a unique and comprehensive resource and is completely updated each year. Please recycle last year's publication!

Occupational Outlook Profiles

The occupational profiles are summaries of key information collected from confidential surveys with several hundred local employers (typically, about 15 surveys per occupation). The information, which is designed to meet a variety of career and program planning needs, includes for each occupation:

- Titles and Definition
- Training, Experience and Other Requirements
- Getting the Training
- Getting the Job
 - Major Employing Industries
 - Primary Recruitment Methods
- Wages and Fringe Benefits



- Employment Information
 - Occupation Size (including demographics)
 - Annual Turnover
 - Projected Growth
 - Projected Separations
 - Supply-Demand (local outlook for job seekers)
- Very Important Qualifications for Job Entry
 - Skill Requirements
 - Physical Abilities Required
 - Other Qualifications
- Nationwide Job Outlook
 - Key Employment Indicators
 - Trends
- Where to Find More Information
 - California Occupational Guides
 - Occupational Outlook Handbook

The profiles are in alphabetical order using occupational titles and definitions from the Occupational Employment Statistics (OES) Dictionary published by the U.S. Department of Labor. The occupations studied were selected based on a variety of criteria, including the needs and interests of local career development and workforce preparation staff. The profiles in this publication do not constitute a list of demand occupations. Please see Using the Occupational Outlook Profiles on page 1 and Research Methods (in the appendix on page 197) for additional details on this occupational data.

Training Directory

The training directory includes information on the certificate and degree programs which prepare Sonoma County residents for entry into one or more specified occupations. This includes programs offered through:

- Private Schools and Training Providers
 - Apprenticeships
 - Vocational/Technical Schools and Colleges
 - Colleges and Universities
- Public Schools
 - Adult Education
 - Community Colleges
 - Regional Occupational Programs (ROP)
 - Universities

There are two primary navigation tools for finding what you need in the training directory:



- An alphabetical listing of all schools and training providers in the Table of Contents, and
- An Occupation-Training Index (beginning on page 216 in the Appendix) for finding out who offers programs for various occupations or careers.

The Appendix includes two additional training directory resources:

- Schools and Training Providers listed by Training Sector, and
- Additional Schools and Training Providers Outside Sonoma County.

Private schools included in this directory are all approved by the California Council for Private Post-Secondary and Vocational Education (CPPVE). Additional accrediting information is also indicated (if applicable).

Credit or units obtained through a private school or college may or may not be transferable to a public college or university. Anyone who plans to eventually attend or transfer to a public college or university is urged to contact a college or university counselor to discuss their plan and the issue of transferability.

Job placement rates are often used by schools and training providers to market their programs. However, keep in mind that job placement rates, however impressive they may seem, are generally not considered reliable or comparable.

The producers of this publication do not endorse or recommend any particular occupations or training programs. While we have made a sincere effort to ensure that the information is as accurate and up-to-date as possible, information changes frequently. Occupational outlook information is generally current for about three or four years, depending on the rate of change. It is always a good idea to consider new information and trends that may not have been factored in to the occupational outlook profile. In using the training directory, please contact the schools or training providers directly to verify or update the information before career planning decisions are made.

Contact Information

Questions regarding the content or availability of this publication should be directed to the Sonoma County Private Industry Council at 707-547-5550.

Technical questions regarding survey methodology should be directed to the Occupational Research Group at 916-984-9615.

A free computer “pdf” version of this publication can be downloaded from: <http://www.cassio.com/org.htm>

To find out how and where to obtain copies of CCOIS Occupational Outlook publications for other counties, please call the EDD Labor Market Information Division at 916-262-2353 or use their web site at: <http://www.calmis.cahwnet.gov/default.htm>

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Using the Occupational Outlook Profiles

Before You Begin...

There are 75 occupational outlook profiles in this publication, with all but one following the same basic two-page format. (The last profile is a special survey report for Sonoma and Napa Counties on Winery Workers.) The data in the occupational outlook profiles are based on confidential surveys with local employers as outlined in the Research Methods section of this report. The survey year can be found at the beginning of each profile and indicates the year that the data was collected. Information is always listed in descending order of importance or frequency using key terms. If it says "most employers provide medical insurance and a paid vacation," this indicates that, within the range of **Most** (60-79%), a higher percentage of survey respondents provide medical insurance than provide paid vacations.

★ Tip:

Familiarize yourself with the key terms which are used throughout the profiles to describe the survey responses (e.g., MOST employers report...). The key terms are listed at the bottom of each profile. Please note that the percent ranges for the key terms were slightly modified for 1997 profiles.

Occupational Titles and Definitions

Unless otherwise noted, occupational titles and definitions at the top of each profile are based on job classifications from the Occupational Employment Statistics (OES) Dictionary developed by the U.S. Department of Labor. Virtually all jobs in the labor market are grouped into about 700 OES classifications for the purposes of developing occupational employment projections based on industry economic forecasts. Comparably, the Dictionary of Occupational Titles (DOT) has over 12,000 occupational classifications (see Occupational References). However, O*NET, the Occupational Information Network and the successor to the DOT, has about 1,100 classifications based largely on a refinement of the OES classification system. Like any occupational classification system, OES occupational titles and definitions are often out of date. Therefore, additional titles more commonly used by employers may also be included in the occupational profiles for clarity.

Training, Experience and Other Requirements

The information in this section includes the education level of "most recent hires," prior experience requirements, promotional possibilities, work hours, and computer skill requirements. Additional information on what employers are looking for can be found in the section Very Important Qualifications for Job Entry.

★ Tips:

1. Employer experience requirements are often flexible, with many employers willing to substitute training for experience. Small employers in particular are often willing to waive requirements if they believe they have the "right" applicant.
2. Full-time positions are often filled by promoting from among part-time or temporary employees.

Getting the Training

Indicates whether certificate or degree training programs are available for the occupation and, if so, the typical length of the training period. Refer to the Training Directory for information on who may provide related training.

Getting the Job

Describes the major employing industries for the occupation and the methods most often used by employers to recruit applicants or fill job openings.

Wages and Fringe Benefits

Wage ranges and median wages are provided at three levels of skill and experience:

- New Hires without Prior Experience
- New Hires with (at least three years of) Prior Experience
- Experienced Employees After Three Years with the Firm

In most cases, extreme high and low values have been excluded to allow for a more useful range estimate. Please note that wage information is presented as a tool for evaluating and comparing the potential earnings of one occupation with another and are not intended to represent official prevailing wages.

Benefit information indicates the extent to which employers provide medical insurance and other fringe benefits to full-time employees.

★ *Tips:*

1. *Benefits are often not available to part-time or temporary employees.*
2. *Employers often have waiting or probationary periods before medical insurance goes into effect.*
3. *The employee's cost and coverage of medical insurance varies considerably from employer to employer.*
4. *Wage data collected in 1997 reflects wages paid prior to the September 1, 1997 increase in the minimum wage (to \$5.15 per hour).*

Employment Information

Occupation Size: Four terms are used to describe the relative size of each occupation based on estimates of the number of workers (wage and salary employment). Small = <235, Medium = 236-472, Large = 473-1,024, Very Large = 1,025 or more. A more specific estimate of the number of employees working in the occupation in Sonoma County is provided in the form of a numerical range. Also included is the approximate percentage of female employment in the occupation.

Annual Turnover: Includes an estimate of the annual turnover due to worker replacement needs and promotions. Although high turnover does not necessarily indicate a good outlook for job seekers, it does suggest a greater degree of hiring activity. However, occupations with high turnover are often those that don't provide long-term or satisfying employment.

Projected Growth: Includes the projected number of annual job openings due to a net increase in occupation size. Also included is a term representing the estimated growth rate for each occupation relative to the 1.83 percent annual average rate of growth for all occupations in Sonoma County. The terms are defined as follows:

- Much faster than average = 1.5 times the average or more
- Faster than average = 1.10 to 1.49 times the average
- Average = .90 to 1.09 times the average
- Slower than average = .01 to .89 times the average

Projected Separations: Includes the projected number of annual job openings due to labor force separations (workers retiring or leaving the occupation).

Supply-Demand: Indicates the degree of difficulty employers have finding qualified applicants. Four terms are used to describe the employers' responses (weighted by the number of employees): No Difficulty, Little Difficulty, Some Difficulty, or Considerable Difficulty. These four categories, in turn, indicate whether qualified job seekers will face a Very Competitive Outlook, a Somewhat Competitive Outlook, a Good Outlook, or a Very Good Outlook. Please note that these are supply-demand terms and do not take into account potential wages or other employment opportunity indicators such as occupational size, growth, and separations.

★ *Tips:*

1. *Projections of Size, Growth and Separations are estimates prepared by the Employment Development Department's Labor Market Information Division using occupational staffing and industry forecast data.*
2. *A "Competitive Outlook" for job seekers is not necessarily a bad thing, especially if the applicant is well-trained with the needed skills and well-prepared for the job search process. However, a "Very Competitive Outlook" may indicate a significant oversupply of qualified job seekers.*

Very Important Qualifications for Job Entry

Very Important Qualifications information in the 1995 and 1996 occupational profiles are based on data collected from local employers. Sources used for the 1997 profiles include the O*NET 98 Database (early release) and the Occupational Outlook Handbook, both products of the U.S. Department of Labor.

Nationwide Job Outlook

An analysis of key employment indicators and current and projected trends that affect the job outlook from a nationwide perspective. This material is from Occupational Outlook Handbook.

★ *Tip:*

Employment opportunities and trends that may exist at the statewide or nationwide level may or may not exist at the local level because of local economic characteristics and conditions.

Occupational Outlook Profiles

Accountants & Auditors

Accountants and Auditors examine, analyze, and interpret accounting records for the purpose of giving advice or preparing statements and installing or advising on systems of recording costs or other financial and budgetary data (OES 211140).

Training, Experience, and Other Requirements

- Many recent hires have completed four years of college. Some have completed graduate school.
- Many employers report that they always require prior experience. Many, however, report that they are sometimes willing to accept training as a substitute for experience.
- Becoming a Certified Public Accountant (CPA) may enhance one's employment opportunities.
- Promotions may lead to Senior Accountant or supervisory positions.
- Almost all jobs are 40 hours per week.
- Willingness to work overtime may be important for job entry.
- Almost all employers report that computer spreadsheet and word processing skills are important. Most report that database skills are also important.

Getting the Training

Colleges and universities often offer undergraduate programs in business and/or accounting. Refer to the Occupation-Training Index or to college or university catalogs for more information.

Getting the Job

Accountants and Auditors in Sonoma County are employed in a wide variety of industries. Almost all employers recruit applicants through newspaper advertisements. Many also fill openings through in-house promotion or transfer. Some hire referrals from employees and/or schools and training programs.

Wages and Fringe Benefits

New Hires/Inexp'd:	\$8.75 to \$21.25/hr	Median: \$12.00/hr
New Hires/Exp'd:	\$12.00 to \$26.00/hr	Median: \$14.19/hr
Exp'd/After 3 Years:	\$14.00 to \$30.00/hr	Median: \$18.22/hr

Of the employers surveyed, all report that they provide medical insurance and other benefits, including a paid vacation and a retirement plan. Almost all also provide paid sick leave and life insurance. Most provide dental insurance. Many provide vision insurance.

Employment Information

Occupation Size: Very Large. There are approximately 970-1,190 Accountants and Auditors currently employed in Sonoma County. About 56 percent in California are female.

Annual Turnover: Estimated to be very low (less than 10 percent).

Projected Growth: 15-25 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be the same as the average for all occupations through the year 2001.

Projected Separations: 20-25 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply-Demand: Employers generally have little difficulty finding applicants who meet their hiring standards. This indicates a somewhat competitive outlook for qualified job seekers.

Accountants & Auditors--continued

Very Important Qualifications for Job Entry

Knowledge

- Knowledge of economic and accounting principles and practices, the financial markets, banking, and the analysis and reporting of financial data.
- Knowledge of numbers, their operations, and interrelationships including arithmetic, algebra, geometry, calculus, statistics, and their applications.

Skills

- Using mathematics to solve problems.
- Understanding written sentences and paragraphs in work related documents.
- Determining how money will be spent to get the work done, and accounting for the expenditures.
- Finding ways to structure or classify multiple pieces of information.
- Knowing how to find information and identifying essential information.
- Weighing the relative cost and benefits of a potential action.
- Identifying the nature of problems.
- Determining the long-term outcomes of a change in operations.
- Assessing how well one is doing when learning or doing something.
- Observing and evaluating the outcomes of a problem solution to identify lessons learned or redirect efforts.
- Using logic and analysis to identify the strengths and weaknesses of different approaches.
- Looking at many indicators of system performance, taking into account their accuracy.

Physical

- Ability to sit continuously for two or more hours.

Source: O'NET 98 Database (early release)

Nationwide Job Outlook

Employment of accountants and auditors is expected to grow about as fast as the average for all occupations through the year 2005. Although the profession is characterized by a relatively low rate of turnover, the need to replace accountants and auditors who retire or move into other occupations will produce thousands of additional job openings annually. As the economy grows, the number of business establishments increases, requiring more accountants and auditors to set up their books, prepare their taxes, and provide management advice. As these businesses grow, the volume and complexity of information developed by accountants and auditors on costs, expenditures, and taxes will increase as well. More complex requirements for accountants and auditors will also arise from changes in legislation related to taxes, financial reporting standards, business investments, mergers, and other financial matters. In addition, businesses will increasingly need quick, accurate, and individually tailored financial information due to the demands of growing international competition.

Where to Find More Information

California Occupational Guides:

See Accountants and Auditors

Occupational Outlook Handbook:

See Accountants and Auditors

Assemblers & Fabricators

Also known as Production Workers

Assemblers and Fabricators in this category assemble and/or fit together parts to form complete units or subassemblies at a bench, conveyor line, or on the floor. Their work may involve the use of hand tools, power tools and special equipment in order to carry out fitting and assembly operations. Includes assemblers whose duties are of a nonprecision nature. Does not include electrical, electronic, machine and precision assemblers, and workers who perform specialized operations exclusively as a part of assembly operations, such as riveting, welding, soldering, machining, or sawing (OES 939560).

Training, Experience, and Other Requirements

- Almost all recent hires have completed high school.
- Most employers do not require prior experience.
- Promotions may lead to supervisory positions such as Crew/Team Leader.
- Most jobs are 40 hours per week.
- Willingness to work overtime, part-time, temporary, seasonal and weekends is important for job entry.

Wages and Fringe Benefits

New Hires/Inexp'd:	\$5.50 to \$8.00/hr	Median: \$6.50/hr
New Hires/Exp'd:	\$5.75 to \$12.50/hr	Median: \$8.00/hr
Exp'd/After 3 Years:	\$7.50 to \$13.50/hr	Median: \$10.00/hr

Almost all employers provide medical insurance and a paid vacation. Most also provide paid sick leave and a retirement plan. Many provide dental insurance. Some provide life insurance and vision insurance.

Getting the Training

Employers generally provide on-the-job training for this occupation.

Getting the Job

Most Assemblers and Fabricators in Sonoma County are employed by manufacturers and fabricators of metal, wood, glass, fiberglass, rubber, and plastic products. Most employers fill openings by hiring referrals from employees and/or recruit applicants through newspaper advertisements. Some also hire referrals from the Employment Development Department.

Employment Information

Occupation Size: Very Large. There are approximately 930-1,135 Assemblers and Fabricators currently employed in Sonoma County. About 40 percent in California are female.

Annual Turnover: Estimated to be moderate (20-29 percent) due to some jobs being temporary or seasonal.

Projected Growth: 10-15 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be slower than the average for all occupations through the year 1999.

Projected Separations: 15-20 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply-Demand: Employers generally have some difficulty finding applicants who meet their hiring standards. This indicates a good outlook for qualified job seekers, particularly for those with prior experience.

Assemblers & Fabricators--continued

Very Important Qualifications for Job Entry

Basic Skills

- Ability to perform routine, repetitive work
- Ability to work as part of a team
- Ability to work independently
- Verbal communication skills
- Ability to perform basic mathematical calculations
- English grammar and spelling skills
- Writing skills

Physical Abilities

- Ability to stand continuously for 2 or more hours
- Ability to pass a pre-employment medical exam
- Ability to sit continuously for 2 or more hours
- Ability to do strenuous, physically demanding work
- Ability to lift at least 100 lbs

Other Qualifications

- Attention to detail
- Problem solving skills
- Ability to work under pressure
- Organizational and time management skills
- Willingness to participate in drug testing
- Record keeping skills
- Ability to handle crisis situations
- Ability to plan and organize the work of others
- Possess good DMV driving record
- Supervisory skills
- Trained in CPR and first aid techniques

Nationwide Job Outlook

Opportunities for those who wish to become precision assemblers depend on the industries in which the jobs are located. For instance, there should be keen competition for assembly jobs in the aerospace and electronics industries. The aerospace industry is anticipating reductions in defense contracts through the 1990's, uncertain funding for space projects, and weaker commercial aircraft demand than was expected in the late 1980's. The electronics industry, on the other hand, faces the decade ahead with excellent prospects for growth. As firms invest in more automated production equipment and processes, however, the number of assembly jobs in electronics will fall. The effect of automation on precision assembler employment will depend on how rapidly and extensively new manufacturing technologies are adopted. Not all precision assemblers can be replaced efficiently by automated processes.

Where to Find More Information

California Occupational Guides:

Not Available

Occupational Outlook Handbook:

See Precision Assemblers

Automotive Body & Related Repairers

Also known as Technicians

Automotive Body and Related Repairers repair, repaint, and refinish automotive vehicle bodies, straighten vehicle frames, and replace damaged vehicle glass (OES 853050).

Training, Experience, and Other Requirements

- Almost all recent hires have completed high school and apprenticeship or on-the-job training.
- Many employers report that they always require prior experience.
- I-CAR or ASE certification may be important.
- Promotions may lead to supervisory positions, or may take the form of self-employment.
- Almost all jobs are 40 hours per week.
- Willingness to work overtime and part-time is important for job entry.

Getting the Training

Certificate programs generally range in length from one to two years and do not necessarily eliminate the need for apprenticeship or on-the-job training. Refer to the Occupation-Training Index for information on the school(s) or training provider(s) who may offer related training.

Getting the Job

Almost all Auto Body Repairers in Sonoma County are employed by auto body repair shops and auto dealers. Almost all employers recruit applicants through newspaper advertisements. Most also fill openings by hiring referrals from employees. Some fill openings by hiring unsolicited applicants or training program referrals, or fill openings through in-house promotion.

Wages and Fringe Benefits

New Hires/Inexp'd:	\$6.00 to \$10.00/hr	Median: \$8.00/hr
New Hires/Exp'd:	\$10.00 to \$20.00/hr	Median: \$17.00/hr
Exp'd/After 3 Years:	\$18.00 to \$23.00/hr	Median: \$21.00/hr

Almost all employers provide medical insurance. Most also provide dental insurance and a paid vacation. Many provide paid sick leave. Some provide vision insurance, a retirement plan, and life insurance.

Employment Information

Occupation Size: Medium. There are approximately 240-290 Auto Body Repairers currently employed in Sonoma County. About 2 percent in California are female.

Annual Turnover: Estimated to be moderate (20-29 percent).

Projected Growth: Less than 10 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be faster than the average for all occupations through the year 1999.

Projected Separations: Less than 10 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply-Demand: Employers generally have some difficulty finding applicants who meet their hiring standards. This indicates a good outlook for qualified job seekers, particularly for those with prior experience.

Automotive Body & Related Repairers--continued

Very Important Qualifications for Job Entry

Basic Skills

- Ability to perform routine, repetitive work
- Ability to work independently
- Ability to work as part of a team
- Verbal communication skills
- English grammar and spelling skills
- Writing skills
- Ability to perform basic mathematical calculations

Physical Abilities

- Ability to stand continuously for 2 or more hours
- Ability to do strenuous, physically demanding work
- Ability to pass a pre-employment medical exam
- Ability to lift at least 100 lbs
- Ability to sit continuously for 2 or more hours

Other Qualifications

- Attention to detail
- Problem solving skills
- Possess good DMV driving record
- Ability to work under pressure
- Ability to handle crisis situations
- Willingness to participate in drug testing
- Organizational and time management skills
- Ability to plan and organize the work of others
- Record keeping skills
- Supervisory skills
- Trained in CPR and first aid techniques

Nationwide Job Outlook

Employment of automotive body repairers is expected to increase faster than the average for all occupations through the year 2005. Opportunities should be best for persons with formal training. Requirements will increase as the number of motor vehicles in operation increases. New automobile designs have body parts made of materials that are more difficult to work with than the traditional steel body parts. Also, new, lighter weight automotive designs are prone to greater collision damage than older, heavier designs. Nevertheless, the need to replace experienced repairers who transfer to other occupations or retire, or stop working, will still account for the majority of job openings.

Where to Find More Information

California Occupational Guides:

See Automobile-Body Repairers

Occupational Outlook Handbook:

See Automotive Body Repairers

Automotive Mechanics

Automotive Mechanics adjust, repair, and overhaul automotive vehicles. They may be designated according to specialties, such as Brake Repairers, Transmission Mechanics, or Front-end Mechanics. Does not include Auto Body Repairers, Bus and Truck Mechanics, Diesel Engine Specialists, and Electrical Systems Specialists (OES 853020).

Training, Experience, and Other Requirements

- Almost all recent hires have completed high school and some vocational training.
- Prior experience is often required and various certifications are expected of experienced and well-trained mechanics.
- Journey-level status comes after several years of experience and training.
- Many Technicians develop specialties such as smog, electronics, computer diagnostics, transmissions, or brakes.
- Some employers report that computer diagnostic skills are in short supply.
- Promotions may lead to specialty or supervisory positions, or may take the form of self-employment.
- Almost all jobs are 40 hours per week.
- A few jobs are filled by promoting from such positions as Trainee, Helper, and Apprentice.

Getting the Training

Certificate programs range in length from six months to four years and do not necessarily eliminate the need for apprenticeship training. Refer to the Occupation-Training Index for information on the school(s) or training provider(s) who may offer related training.

Getting the Job

Most Automotive Technicians in Sonoma County are employed by auto dealers and auto repair shops. Almost all employers fill openings by hiring referrals from employees. Most also recruit applicants through newspaper advertisements.

Wages and Fringe Benefits

New Hires/Inexp'd:	\$4.25 to \$9.50/hr	Median: \$8.00/hr
New Hires/Exp'd:	\$10.00 to \$20.50/hr	Median: \$15.00/hr
Exp'd/After 3 Years:	\$15.00 to \$23.50/hr	Median: \$19.38/hr

Almost all employers provide medical insurance. Most also provide dental insurance, paid sick leave, a paid vacation, a retirement plan, and life insurance. Some provide vision insurance.

Employment Information

Occupation Size: Large. There are approximately 895-1,095 Automotive Technicians currently employed in Sonoma County. About 2 percent in California are female.

Annual Turnover: Estimated to be low (10-19 percent).

Projected Growth: 20-25 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be faster than the average for all occupations through the year 1999.

Projected Separations: 25-30 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply-Demand: Employers generally have some difficulty finding applicants who meet their hiring standards. This indicates a good outlook for qualified job seekers.

Automotive Mechanics--continued

Very Important Qualifications for Job Entry

Basic Skills

- Verbal communication skills
- Ability to work as part of a team
- Ability to work independently
- English grammar and spelling skills
- Ability to perform routine, repetitive work
- Writing skills
- Ability to perform basic mathematical calculations

Physical Abilities

- Ability to lift at least 50 lbs
- Ability to stand continuously for 2 or more hours
- Ability to do strenuous, physically demanding work
- Ability to pass a pre-employment medical exam

Other Qualifications

- Possess good DMV driving record
- Ability to use diagnostic equipment
- Attention to detail
- Problem solving skills
- Organizational and time management skills
- Ability to work under pressure

Nationwide Job Outlook

Job opportunities in automotive mechanics are expected to be plentiful for persons who complete automotive training programs in high school, vocational and technical schools, or community colleges. Persons whose programs include some basic electronics should have the best opportunities. Persons without formal mechanic training are likely to face competition for entry-level jobs. Employment of automotive mechanics is expected to increase about as fast as the average for all occupations through the year 2005. Growth in mechanic employment in automobile dealerships, independent automotive repair shops, specialty car care chains, and other establishments will be offset somewhat by declining employment in gasoline service stations. Nevertheless, the number of mechanics is expected to increase because expansion of the driving age population will increase the number of motor vehicles on the road. The growing complexity of automotive technology, such as the use of electronic and emissions control equipment, increasingly necessitates that cars be serviced by skilled workers, contributing to growth in demand for highly trained mechanics.

Where to Find More Information

California Occupational Guides:

See Automobile Mechanics

Occupational Outlook Handbook:

See Automotive Mechanics

Billing, Cost & Rate Clerks

Also known as Billing Clerks

Billing, Cost and Rate Clerks compile data, compute fees and charges, and prepare invoices for billing purposes. Their duties also include computing costs and calculating rates for goods, services, and shipment of goods; posting data and keeping other relevant records. Their work may involve the use of typing, adding, calculating, and bookkeeping machines. Does not include workers whose primary duty is operation of special office machines such as billing, posting, and calculating machines. Also, does not include workers who calculate charges for passenger transportation (OES 553440).

Training, Experience, and Other Requirements

- Most recent hires have completed high school.
- Almost all employers require prior experience.
- Promotions may lead to supervisory positions.
- Almost all jobs are 40 hours per week. A few jobs are 20-25 hours per week.
- Most employers report that computer spreadsheet and word processing skills are important. Many report that database skills are also important. Some report that accounting software skills are important.

Getting the Training

Certificate programs in accounting and bookkeeping range in length from one to two years. On-the-job training may also be provided by some employers. Refer to the Occupation-Training Index in the appendix of this publication for a list of schools/training providers who may offer related training.

Getting the Job

Billing Clerks in Sonoma County are employed in a wide variety of industries. Almost all employers recruit applicants through newspaper advertisements. Many also hire referrals from employees. Some fill openings through in-house promotion or transfer and/or hire referrals from schools and training programs. Some also hire unsolicited applicants.

Wages and Fringe Benefits

New Hires/Inexp'd:	\$7.00 to \$10.00/hr	Median: \$7.75/hr
New Hires/Exp'd:	\$8.00 to \$10.00/hr	Median: \$11.25/hr
Exp'd/After 3 Years:	\$10.00 to \$16.00/hr	Median: \$12.25/hr

Most employers provide medical insurance and other benefits, including a paid vacation, paid sick leave, and dental insurance. Many also provide a retirement plan. Some provide vision insurance and life insurance. Few employers provide benefits for part-time employees.

Employment Information

Occupation Size: Large. There are approximately 515-630 Billing Clerks currently employed in Sonoma County. About 89 percent in California are female.

Annual Turnover: Estimated to be moderate (20-29 percent).

Projected Growth: Less than 10 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be slower than the average for all occupations through the year 2001.

Projected Separations: 15-20 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply-Demand: Employers generally have little difficulty finding inexperienced but qualified applicants, and some difficulty finding qualified applicants with prior experience. This indicates a somewhat competitive outlook for job seekers without prior experience, and a good outlook for those who are fully experienced.

Billing, Cost & Rate Clerks--continued

Very Important Qualifications for Job Entry

Knowledge

- Knowledge of administrative and clerical procedures and systems such as word processing systems, filing and records management systems, stenography and transcription, forms design principles, and other office procedures and terminology.

Abilities

- Add, subtract, multiply, or divide quickly and correctly.
- Understand and organize a problem and then to select a mathematical method or formula to solve the problem.
- Communicate information and ideas in writing so others will understand.
- Read and understand information and ideas presented in writing.

Physical

- Ability to sit continuously for two or more hours.

Source: O'NET 98 Database (early release)

Nationwide Job Outlook

Job openings for persons seeking work as billing clerks or billing machine operators are expected to be numerous through the year 2005. Despite the lack of employment growth, many job openings will occur as these workers transfer to other occupations or leave the labor force. Turnover in this occupation is relatively high, characteristic of an entry-level occupation requiring only a high school diploma. Little change is expected in the employment of billing clerks through the year 2005. A growing economy and a greater demand for billing services will result in more business transactions, but productivity increases will keep employment from rising. Billing clerks will be affected as computers are increasingly used to manage account information. Less routine, more complex billing applications will increasingly require workers with greater technical expertise.

Where to Find More Information

California Occupational Guides:

See Bookkeeping, Accounting, and Auditing Clerks

See also Clerks, General Office

Occupational Outlook Handbook:

See Billing Clerks

Bookkeeping, Accounting & Auditing Clerks

Bookkeeping, Accounting, and Auditing Clerks (including Bookkeepers) compute, classify, and record numerical data to keep sets of financial records complete. They perform any combination of routine calculating, posting, and verifying duties to obtain primary financial data for use in maintaining accounting records. They may also check the accuracy of figures, calculations, and postings pertaining to business transactions recorded by other workers. Does not include individuals whose primary duties are operating special office machines (OES 553380).

Training, Experience, and Other Requirements

- Most recent hires have completed two to four years of college.
- Prior experience is often required.
- Some positions are filled by promoting from other clerical positions.
- Some employers report that hand-ledger bookkeeping is becoming an obsolete skill.
- Promotions may lead to higher level bookkeeping and accounting positions, or may take the form of self-employment.
- Almost all jobs are 40 hours per week. Some jobs are part-time or on-call, ranging from 25-40 hours per week.

Wages and Fringe Benefits

New Hires/Inexp'd:	\$8.00 to \$10.75/hr	Median: \$9.00/hr
New Hires/Exp'd:	\$8.50 to \$19.50/hr	Median: \$11.50/hr
Exp'd/After 3 Years:	\$10.50 to \$24.25/hr	Median: \$13.95/hr

Almost all employers provide medical insurance and other benefits, including a paid vacation, paid sick leave, dental insurance, life insurance, and a retirement plan. Most also provide vision insurance. Some employers may provide benefits for part-time employees.

Getting the Training

Certificate and degree programs range in length from one to two years. Some on-the-job training may also be required. Refer to the Occupation-Training Index for information on the school(s) or training provider(s) who may offer related training.

Getting the Job

Employers of all industries in Sonoma County employ Accounting and Bookkeeping Clerks. Most employers recruit applicants through newspaper advertisements. Many fill openings by hiring referrals from employment and training agencies and/or employees.

Employment Information

Occupation Size: Very Large. There are approximately 2,840-3,470 Accounting and Bookkeeping Clerks currently employed in Sonoma County. About 87 percent in California are female.

Annual Turnover: Estimated to be very low (less than 10 percent).

Projected Growth: 25-30 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be slower than the average for all occupations through the year 1999.

Projected Separations: 50-65 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply-Demand: Employers generally have little difficulty finding applicants who meet their hiring standards. This indicates a somewhat competitive outlook for well qualified job seekers.

Bookkeeping, Accounting & Auditing Clerks--continued

Very Important Qualifications for Job Entry

Basic Skills

- Ability to perform basic mathematical calculations
- Ability to work as part of a team
- Verbal communication skills
- Ability to work independently
- English grammar and spelling skills
- Writing skills

Physical Abilities

- Ability to sit continuously for 2 or more hours

Other Qualifications

- Attention to detail
- Record keeping skills
- Organizational and time management skills
- Problem solving skills
- Knowledge of accounting software
- Ability to work under pressure
- Possess good DMV driving record
- Multi-cultural familiarity

Nationwide Job Outlook

The large size of this occupation ensures a large number of openings and plentiful job opportunities for job seekers. Virtually all job openings through the year 2005 will be due to replacement needs because of workers transferring to other occupations or leaving the labor force. Turnover is lower than among other record clerk occupations. Many opportunities for temporary and part-time work should also be available. A growing economy will result in more financial transactions and other activities and, therefore, more demand for accounting services. Virtually all new jobs will be created in small, rapidly growing organizations. Large organizations, on the other hand, are likely to continue the consolidation of departments to eliminate duplicate functions and reduce the demand for these clerks. Overall, little change is expected in the employment level through 2005.

Where to Find More Information

California Occupational Guides:

See Bookkeeping, Accounting, and Auditing Clerks

Occupational Outlook Handbook:

See Bookkeeping, Accounting, and Auditing Clerks

Carpenters

Carpenters perform the carpentry duties necessary to make or repair wooden structures, structural members, and fixtures and equipment using carpentry tools and woodworking machines. Does not include Cabinetmakers and Bench Carpenters (OES 871020).

Training, Experience, and Other Requirements

- Almost all recent hires have completed high school.
- Most employers usually require prior experience. Jobs may be filled by promoting from apprentice positions. Journey-level status comes after several years of on-the-job experience.
- Promotions may lead to foreman, supervisory or superintendent positions, or may take the form of self-employment.
- Almost all jobs are 40 hours per week. About half of all jobs are considered to be seasonal positions.

Getting the Training

Apprenticeship training takes about four years to complete. Refer to the Occupation-Training Index in the appendix of this publication for a list of training providers who may offer related training.

Getting the Job

Carpenters in Sonoma County are employed by general building contractors. Some employers are union. Almost all employers fill openings by hiring referrals from employees. Most also recruit applicants through newspaper advertisements. Some hire unsolicited applicants and union hall referrals. A few hire private employment agency referrals.

Wages and Fringe Benefits

NON-UNION:

New Hires/Inexp'd:	\$6.00 to \$13.00/hr	Median: \$9.00/hr
New Hires/Exp'd:	\$8.00 to \$18.00/hr	Median: \$12.75/hr
Exp'd/After 3 Years:	\$15.00 to \$24.00/hr	Median: \$20.00/hr

UNION:

New Hires/Inexp'd:	\$9.00 to \$12.00/hr	Median: \$9.00/hr
New Hires/Exp'd:	\$15.00 to \$28.00/hr	Median: \$20.00/hr
Exp'd/After 3 Years:	\$23.00 to \$34.00/hr	Median: \$29.00/hr

Many employers provide medical insurance and other benefits, including dental insurance, a retirement plan, paid sick leave, and a paid vacation. Some also provide vision insurance and life insurance.

Employment Information

Occupation Size: Large. There are approximately 860-1,050 Carpenters currently employed in Sonoma County. About 2 percent in California are female.

Annual Turnover: Estimated to be high (30-39 percent) due to a large number of temporary and seasonal positions.

Projected Growth: 15-20 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be the same as the average for all occupations through the year 2001.

Projected Separations: 15-20 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply-Demand: Employers generally have little difficulty finding inexperienced but qualified applicants, and some difficulty finding qualified applicants with prior experience. This indicates a somewhat competitive outlook for job seekers without prior experience, and a good outlook for those who are fully experienced.

Carpenters--continued

Very Important Qualifications for Job Entry

Knowledge

- Knowledge of materials, methods, and the appropriate tools to construct objects, structures, and buildings.

Physical

- Performing physical activities that require moving one's whole body, such as in climbing, lifting, balancing, walking, and stooping, where the activities often also require considerable use of the arms and legs, such as in the physical handling of materials.
- Ability to continuously use hands to handle, control, or feel objects, tools or controls.

Source: O'NET 98 Database (early release)

Nationwide Job Outlook

Employment is expected to increase more slowly than the average for all occupations through the year 2005. Construction activity should increase slowly in response to demand for new housing and commercial and industrial plants and the need to renovate and modernize existing structures. Opportunities for frame carpenters will be particularly good. The demand for carpenters will be offset somewhat by expected productivity gains resulting from the increasing use of prefabricated components. Well over 100,000 job openings will become available each year as carpenters transfer to other occupations or leave the labor force. The total number of job openings for carpenters each year usually is greater than for other craft occupations because the occupation is large and turnover is high. Since there are no strict training requirements for entry, many people with limited skills take jobs as carpenters but eventually leave the occupation because they find they dislike the work or cannot find steady employment. Although employment of carpenters is expected to grow over the long run, people entering the occupation should expect to experience periods of unemployment. This results from the short-term nature of many construction projects and the cyclical nature of the construction industry. Building activity depends on many factors—interest rates, availability of mortgage funds, government spending, and business investment—that vary with the state of the economy. Carpenters with all-round skills will have better opportunities than those who can only do relatively simple, routine tasks.

Where to Find More Information

California Occupational Guides:

See Carpenters

Occupational Outlook Handbook:

See Carpenters

Cashiers (Clerks)

Cashiers receive and disburse cash payments, handle credit transactions, make change, issue receipts, and balance the tender drawer in a variety of establishments. Their work usually involves the use of adding machines, cash registers, and change makers (OES 490230).

Training, Experience, and Other Requirements

- Almost all recent hires have completed high school.
- Most employers do not require prior experience.
- Promotions may lead to supervisory or management positions.
- Most jobs are 20-25 hours per week. Many jobs are 35-40 hours per week.
- Willingness to work weekends, part-time, nights, overtime, and on-call is important for job entry.
- Some employers report that computer skills are becoming increasingly important.

Getting the Training

Employers generally provide the training for this occupation. However, certificate programs for Salespersons (Retail) often provide cashier-related training.

Getting the Job

Cashiers in Sonoma County are employed by a wide variety of business establishments, primarily within the retail and service sectors. Most employers fill openings by hiring referrals from employees and/or recruit applicants through newspaper advertisements. Many also fill openings by hiring unsolicited applicants and/or through in-house promotion. Grocery Clerks are generally promoted from Courtesy Clerk positions.

Wages and Fringe Benefits

New Hires/Inexp'd:	\$4.50 to \$7.50/hr	Median: \$5.30/hr
New Hires/Exp'd:	\$5.00 to \$7.75/hr	Median: \$6.00/hr
Exp'd/After 3 Years:	\$6.75 to \$10.00/hr	Median: \$7.65/hr

For full-time positions (32+ hours per week), most employers provide medical insurance and a paid vacation. Many also provide dental insurance, paid sick leave, and a retirement plan. Some provide vision insurance and life insurance. Some employers may provide benefits for part-time employees.

Employment Information

Occupation Size: Very Large. There are approximately 3,595-4,395 Cashiers currently employed in Sonoma County. About 69 percent in California are female.

Annual Turnover: Estimated to be high (30-39 percent).

Projected Growth: 90-110 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be faster than the average for all occupations through the year 1999.

Projected Separations: 1,090-1,330 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply-Demand: Employers generally have little difficulty finding applicants who meet their hiring standards. This indicates a somewhat competitive outlook for qualified job seekers, particularly for those with prior experience.

Cashiers--continued

Very Important Qualifications for Job Entry

Basic Skills

- Ability to work as part of a team
- Verbal communication skills
- Ability to perform routine, repetitive work
- Ability to work independently
- Ability to perform basic mathematical calculations
- English grammar and spelling skills
- Writing skills

Physical Abilities

- Ability to stand continuously for 2 or more hours
- Ability to lift at least 100 lbs
- Ability to pass a pre-employment medical exam
- Ability to do strenuous, physically demanding work

Other Qualifications

- Attention to detail
- Ability to work under pressure
- Problem solving skills
- Organizational and time management skills
- Ability to handle crisis situations
- Willingness to participate in drug testing
- Record keeping skills
- Multi-cultural familiarity
- Supervisory skills
- Ability to plan and organize the work of others

Nationwide Job Outlook

Employment of cashiers is expected to increase about as fast as the average for all occupations through the year 2005. This is due to expanding demand for goods and services by a growing population. Although growth will account for numerous openings, most jobs will result from the need to replace experienced workers who transfer to other occupations or leave the labor force. Workers under the age of 25 have traditionally filled many of the openings in this occupation. Recently, however, more openings are being filled by nontraditional workers, such as elderly and disabled persons. As in the past, replacement needs will create a significant number of job openings. This is because the occupation is large and turnover is much higher than average. Opportunities for part-time work are expected to continue to be excellent.

Where to Find More Information

California Occupational Guides:

See Cashiers

Occupational Outlook Handbook:

See Cashiers

Child Care Workers

Also known as Aides and Assistant Teachers

Child Care Workers attend children at school, businesses, and institutions performing a variety of tasks, such as dressing, feeding, bathing, and overseeing play. Does not include workers whose primary function is to teach in a structured setting (OES 680380).

Training, Experience, and Other Requirements

- Most recent hires have completed high school and 6-12 units of ECE (Early Childhood Education).
- Prior experience is often required.
- Promotions may take the form of self-employment or, with additional education, may lead to Teacher, Head Teacher, and Center Director.
- Most jobs are 15-20 hours per week. Many other jobs are 30-40 hours per week.
- Willingness to work part-time may be important for job entry. Willingness to submit to a background check may also be important.

Getting the Training

Early Childhood Education courses are usually provided by community colleges. Refer to the Occupation-Training Index for information on the school(s) or training provider(s) who may offer related training.

Getting the Job

Most Child Care Workers in Sonoma County are employed by child care centers, nursery schools, and pre-schools. Most employers recruit applicants through newspaper advertisements. Many fill openings by hiring referrals from employees.

Wages and Fringe Benefits

New Hires/Inexp'd:	\$5.00 to \$8.00/hr	Median: \$6.25/hr
New Hires/Exp'd:	\$5.25 to \$9.00/hr	Median: \$6.88/hr
Exp'd/After 3 Years:	\$7.00 to \$9.75/hr	Median: \$8.13/hr

Most employers provide medical insurance and other benefits, including a paid vacation, and paid sick leave. Some also provide dental insurance, child care, vision insurance, a retirement plan, and life insurance. Those employed by fitness centers may also receive club privileges.

Employment Information

Occupation Size: Medium. There are approximately 275-340 Child Care Workers currently employed in Sonoma County. About 95 percent in California are female.

Annual Turnover: Estimated to be low (10-19 percent).

Projected Growth: Less than 10 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be slower than the average for all occupations through the year 1999.

Projected Separations: Less than 10 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply-Demand: Employers generally have little difficulty finding applicants who meet their hiring standards. This indicates a somewhat competitive outlook for job seekers.

Child Care Workers--continued

Very Important Qualifications for Job Entry

Basic Skills

- Verbal communication skills
- Ability to work as part of a team
- Ability to work independently
- Writing skills
- English grammar and spelling skills

Physical Abilities

- Ability to lift at least 10 lbs
- Ability to pass a pre-employment medical exam

Other Qualifications

- Trained in CPR and first aid techniques
- Ability to work under pressure
- Ability to handle crisis situations
- Problem solving skills
- Organizational and time management skills
- Supervisory skills
- Multi-cultural familiarity

Nationwide Job Outlook

Employment of preschool workers is projected to increase much faster than the average for all occupations through the year 2005. Job openings should be plentiful as many preschool workers leave the occupation each year for other jobs, to take care of family responsibilities, or for other reasons. The relatively high turnover, combined with an increased demand for preschool workers, is expected to create many openings. Qualified persons who are interested in this work should have little trouble finding and keeping a job. The proportion of youngsters in daycare and preschool is expected to increase, reflecting a shift in the type of child-care arrangements parents choose. Rising labor force participation among women age 20-44 will also contribute to the growth of employment among preschool workers. Mothers of very young children are almost as likely to work as other women, and women are returning to work sooner after childbirth.

Where to Find More Information

California Occupational Guides:

See Child Care Workers (Aides)

Occupational Outlook Handbook:

See Preschool Workers

Combined Food Preparation & Service Workers

Also known as Food Prep and Counter Workers

Combined Food Preparation and Service Workers do both food preparation and food service. Does not include workers who spend more than 80 percent of their time in only one of these two areas (OES 650410).

Training, Experience, and Other Requirements

- Most recent hires have completed high school. Some have completed one to two years of college.
- Most employers do not require prior experience.
- Promotions may lead to Cook or supervisory/management positions.
- Most jobs are 20-25 hours per week. Some jobs are 35-40 hours per week.

Getting the Training

Employers generally provide on-the-job training for this occupation.

Getting the Job

Food Prep and Counter Workers in Sonoma County are employed by restaurants, fast-food establishments, delicatessens, cafes, and other businesses in which workers do both serving *and* food preparation. Most employers fill openings by hiring referrals from employees and/or unsolicited applicants. Many also recruit applicants through newspaper advertisements. Some fill openings through in-house promotion or hire referrals from school contacts.

Wages and Fringe Benefits

New Hires/Inexp'd:	\$5.00 to \$8.00/hr	Median: \$5.50/hr
New Hires/Exp'd:	\$5.00 to \$8.00/hr	Median: \$6.00/hr
Exp'd/After 3 Years:	\$5.00 to \$10.00/hr	Median: \$8.25/hr

For Full-Time Employees: Most employers provide medical insurance. Many also provide dental insurance and a paid vacation. Some provide a retirement plan, paid sick leave, and vision insurance.

For Part-Time Employees: Some employers provide medical insurance and other benefits, including paid sick leave, a paid vacation, a retirement plan, and dental insurance.

Employment Information

Occupation Size: Very Large. There are approximately 1,490-1,820 Food Prep and Counter Workers currently employed in Sonoma County. Local surveys indicate that about 50 percent of the employment in this occupation is female.

Annual Turnover: Estimated to be very high (40 percent or more).

Projected Growth: 25-35 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be the same as the average for all occupations through the year 2001.

Projected Separations: 20-25 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply-Demand: Employers generally have little difficulty finding applicants who meet their hiring standards. This indicates a somewhat competitive outlook for qualified job seekers.

Combined Food Preparation & Service Workers--continued

Very Important Qualifications for Job Entry

- Well spoken and have a neat and clean appearance.
- Enjoy dealing with all kinds of people and have a pleasant disposition and sense of humor.
- Good memory to avoid confusing customers' orders and to recall the faces, names, and preferences of frequent patrons.
- Good at arithmetic to be able to total bills without the aid of a calculator or cash register.
- Good health and vision
- Stand continuously for extended periods.
- Ability to work fast without making mistakes.
- Ability to speak and read English.
- Ability to work closely with other workers in a small, sometimes crowded area.

Sources: Occupational Outlook Handbook and California Occupational Guides

Nationwide Job Outlook

Employment of food and beverage service occupations is expected to grow about as fast as the average for all occupations through the year 2005. Since a significant proportion of food and beverage sales by eating and drinking places is associated with the overall level of economic activity, sales and employment will increase with the growth of the economy. Most openings will arise from the need to replace the high proportion of workers who leave this very large occupation each year. Workers under the age of 25 have traditionally filled a significant proportion of food and beverage service jobs, particularly in fast-food restaurants. The pool of these young workers in the labor force is expected to shrink through the 1990's, but begin to grow after the year 2000. To attract and retain workers, many employers will be forced to offer higher wages, better benefits, more training, and increased opportunities for advancement and full-time employment.

Where to Find More Information

California Occupational Guides:

See Cooks, Short Order and Fast Food

Occupational Outlook Handbook:

See Food and Beverage Service Workers

Computer Engineers

Computer Engineers analyze data processing requirements to plan EDP systems to provide system capabilities required for projected work loads. They plan layout and installation of new systems or modification of existing systems. They may set up and control analog or hybrid computer systems to solve scientific and engineering problems (OES 221270).

Training, Experience, and Other Requirements

- Almost all recent hires have completed four years of college.
- Prior experience is often required.
- Knowledge of software programming languages, such as C++, Windows, UNIX, and Visual Basic, are essential.
- Promotions may lead to positions such as Senior Engineer, Project Manager, and Director of Engineering.
- Almost all jobs are 40 hours per week.

Getting the Training

Colleges and universities often offer undergraduate programs in computer science or engineering. Refer to college or university catalogs for more information.

Getting the Job

Most Computer Engineers in Sonoma County are employed by various manufacturers and/or designers of computer hardware and software. Most employers recruit applicants through newspaper advertisements and/or fill openings by hiring referrals from employees.

Wages and Fringe Benefits

New Hires/Inexp'd:	\$11.00 to \$16.75/hr	Median: \$13.83/hr
New Hires/Exp'd:	\$15.50 to \$25.00/hr	Median: \$18.46/hr
Exp'd/After 3 Years:	\$20.75 to \$36.00/hr	Median: \$21.58/hr

Almost all employers provide medical insurance and other benefits, including a paid vacation, paid sick leave, and dental insurance. Most also provide life insurance and a retirement plan. Some provide vision insurance.

Employment Information

Occupation Size: Medium. There are approximately 235-290 Computer Engineers currently employed in Sonoma County. About 11 percent in California are female.

Annual Turnover: Estimated to be very low (less than 10 percent).

Projected Growth: 15-20 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be much faster than the average for all occupations through the year 1999.

Projected Separations: Less than 10 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply-Demand: Employers generally have considerable difficulty finding applicants who meet their hiring standards. This indicates a very good outlook for fully qualified job seekers.

Computer Engineers--continued

Very Important Qualifications for Job Entry

Basic Skills

- Ability to work independently
- Ability to work as part of a team
- Verbal communication skills
- Ability to perform basic mathematical calculations
- English grammar and spelling skills
- Writing skills
- Ability to perform routine, repetitive work

Other Qualifications

- Attention to detail
- Problem solving skills
- Ability to work under pressure
- Organizational and time management skills
- Record keeping skills
- Ability to handle crisis situations
- Ability to plan and organize the work of others
- Multi-cultural familiarity
- Supervisory skills

Nationwide Job Outlook

Computer scientists and systems analysts will be among the fastest growing occupations through the year 2005. In addition, tens of thousands of job openings will result annually from the need to replace workers who move into managerial positions or other occupations, or leave the labor force. The demand for computer scientists and engineers is expected to rise as organizations attempt to maximize the efficiency of their computer systems. As international and domestic competition increases, organizations will face growing pressure to use technological advances in areas such as office and factory automation, telecommunications technology, and scientific research. Individuals with an advanced degree in computer science should enjoy very favorable employment prospects because the number of these degrees has not kept pace with the needs of employers. College graduates with a bachelor's degree in computer science, computer engineering, information science, or information systems should also experience good prospects for employment.

Where to Find More Information

California Occupational Guides:

See Electrical/Electronics Engineers; See also Computer Programmers

Occupational Outlook Handbook:

See Computer Scientists and Systems Analysts

Computer Network Administrators

Computer Network Administrators direct a firm's computer network and its related computing environments, including hardware, software, and all configurations.

Training, Experience, and Other Requirements

- Most recent hires have completed some college or vocational training. Some have completed four years of college.
- Most employers report that they always require prior experience.
- Promotions may lead to supervisory or higher management positions.
- Almost all jobs are 40 hours per week.
- Willingness to work overtime, nights, weekends, and on-call is important for job entry.
- Almost all employers report that computer word processing, spreadsheet, and database skills are important. Internet and Intranet skills are also becoming increasingly important.

Getting the Training

Colleges and universities often offer undergraduate programs in computer science. In addition, certificate programs may also be available. Refer to the Occupation-Training Index for information on the school(s) or training provider(s) who may offer related training.

Getting the Job

Computer Network Administrators are increasingly employed in a wide variety of industries that have computer network systems. Almost all employers recruit applicants through newspaper advertisements. Most also fill openings through in-house promotion or transfer. Many fill openings by hiring referrals from employees and/or employment agencies.

Wages and Fringe Benefits

New Hires/Inexp'd:	\$8.75 to \$15.00/hr	Median: \$12.90/hr
New Hires/Exp'd:	\$9.50 to \$25.50/hr	Median: \$18.41/hr
Exp'd/After 3 Years:	\$11.50 to \$28.75/hr	Median: \$19.18/hr

Almost all employers provide medical insurance and other benefits, including paid sick leave, a paid vacation, and dental insurance. Most also provide life insurance and a retirement plan. Many provide vision insurance.

Employment Information

Occupation Size: Small. There are approximately 50-100 Computer Network Administrators currently employed in Sonoma County. About 29 percent in California are female.

Annual Turnover: Estimated to be moderate (20-29 percent).

Projected Growth: Insufficient Data (However, about half of the employers surveyed expect their number of employees in this occupation to grow over the next three years.)

Projected Separations: Less than 10 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply-Demand: Employers generally have some difficulty finding applicants who meet their hiring standards. This indicates a good outlook for qualified job seekers, particularly for those with prior experience.

Computer Network Administrators--continued

Very Important Qualifications for Job Entry

Basic Skills

- Ability to work independently
- Verbal communication skills
- Ability to work as part of a team
- Ability to perform basic mathematical calculations
- English grammar and spelling skills
- Writing skills
- Ability to perform routine, repetitive work

Physical Abilities

- Ability to sit continuously for 2 or more hours
- Ability to pass a pre-employment medical exam
- Ability to lift at least 50 lbs
- Ability to stand continuously for 2 or more hours

Other Qualifications

- Attention to detail
- Problem solving skills
- Ability to handle crisis situations
- Organizational and time management skills
- Ability to work under pressure
- Record keeping skills
- Supervisory skills
- Ability to plan and organize the work of others
- Willingness to participate in drug testing
- Possess good DMV driving record
- Multi-cultural familiarity

Nationwide Job Outlook

Computer scientists and systems analysts will be among the fastest growing occupations through the year 2005. In addition, tens of thousands of job openings will result annually from the need to replace workers who move into managerial positions or other occupations, or leave the labor force. The demand for computer scientists and engineers is expected to rise as organizations attempt to maximize the efficiency of their computer systems. As international and domestic competition increases, organizations will face growing pressure to use technological advances in areas such as office and factory automation, telecommunications technology, and scientific research. The complexity associated with designing new applications is growing. The need to design computer networks that will facilitate the sharing of information will also be a major factor in the rising demand for systems analysts.

Where to Find More Information

California Occupational Guides:

See LAN/WAN Managers; See also Computer Systems Analysts

Occupational Outlook Handbook:

See Computer Scientists and Systems Analysts

Computer Programmers

Computer Programmers convert symbolic statements of administrative data, business, scientific, engineering, and other technical problem formulations into detailed logical flow charts for coding into computer language. They develop and write computer programs to store, locate, and retrieve specific documents, data, and information (OES 251051).

Training, Experience, and Other Requirements

- Most recent hires have completed four years of college.
- Many employers report that they always require prior experience.
- Promotions may lead to supervisory or management positions.
- Almost all jobs are 40-50 hours per week.
- Willingness to work overtime, weekends, nights, on-call, and part-time is important for job entry.

Getting the Training

Colleges and universities often offer undergraduate programs in computer science. In addition, certificate programs may also be available. Refer to the Occupation-Training Index for information on the school(s) or training provider(s) who may offer related training.

Getting the Job

Computer Programmers in Sonoma County are employed in a wide variety of industries, including software development firms. Almost all employers fill openings by hiring referrals from employees and/or recruit applicants through newspaper advertisements. Some also fill openings by hiring referrals from employment agencies and/or through in-house promotion. Many high-tech employers also list available jobs on the Internet.

Wages and Fringe Benefits

New Hires/Inexp'd:	\$8.50 to \$14.50/hr	Median: \$10.00/hr
New Hires/Exp'd:	\$10.25 to \$20.00/hr	Median: \$16.78/hr
Exp'd/After 3 Years:	\$15.00 to \$31.25/hr	Median: \$21.58/hr

Almost all employers provide medical insurance and other benefits, including a paid vacation, paid sick leave, and dental insurance. Most also provide life insurance and a retirement plan. Many provide vision insurance.

Employment Information

Occupation Size: Medium. There are approximately 305-375 Computer Programmers currently employed in Sonoma County. About 29 percent in California are female.

Annual Turnover: Estimated to be very low (less than 10 percent).

Projected Growth: Less than 10 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be slower than the average for all occupations through the year 1999.

Projected Separations: Less than 10 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply-Demand: Employers generally have some difficulty finding applicants who meet their hiring standards. This indicates a good outlook for qualified job seekers, particularly for those with prior experience.

Computer Programmers--continued

Very Important Qualifications for Job Entry

Basic Skills

- Ability to work as part of a team
- Ability to work independently
- English grammar and spelling skills
- Verbal communication skills
- Writing skills
- Ability to perform basic mathematical calculations
- Ability to perform routine, repetitive work

Physical Abilities

- Ability to lift at least 50 lbs
- Ability to sit continuously for 2 or more hours
- Ability to pass a pre-employment medical exam
- Ability to stand continuously for 2 or more hours

Other Qualifications

- Attention to detail
- Problem solving skills
- Ability to work under pressure
- Organizational and time management skills
- Ability to handle crisis situations
- Record keeping skills
- Ability to plan and organize the work of others
- Supervisory skills
- Multi-cultural familiarity
- Possess good DMV driving record
- Willingness to participate in drug testing

Nationwide Job Outlook

Employment of programmers is expected to grow faster than the average for all occupations through the year 2005 as computer usage expands. The demand for programmers will increase as organizations seek new and updated software applications. The rising demand for information, further automation of offices and factories, advances in health and medicine, and continuing scientific research will stimulate the demand for skilled programmers. Networking computers so they can communicate with each other is necessary to achieve the greater efficiency that organizations require to remain competitive.

Where to Find More Information

California Occupational Guides:

See Computer Programmers

Occupational Outlook Handbook:

See Computer Programmers

Construction Managers

Construction Managers plan, organize, direct, control, or coordinate, usually through subordinate supervisory personnel, activities concerned with the construction and maintenance of structures, facilities, and systems, including specialized construction fields, such as carpentry or plumbing. Does not include general managers of large construction contracting firms (OES 150170).

Also known as Project Managers and Superintendents

Training, Experience, and Other Requirements

- Many recent hires have completed high school. Many others have completed one to two years of college.
- Most employers always require prior experience.
- Promotions may lead to higher level management positions or may take the form of self-employment.
- Almost all jobs are 40 hours per week.
- Most employers report that computer spreadsheet and word processing skills are important. Some report that database skills are also important.

Getting the Training

Colleges and universities may offer degree and certificate programs in construction management. Employers may be willing to provide on-the-job training for persons with a construction-related background. Refer to the Occupation-Training Index or to college or university catalogs for more information.

Getting the Job

Construction Managers in Sonoma County are employed by general building contractors. Most employers fill openings by hiring referrals from employees and/or through in-house promotion or transfer. Many also recruit applicants through newspaper advertisements.

Wages and Fringe Benefits

New Hires/Inexp'd:	\$14.50 to \$24.00/hr	Median: \$20.00/hr
New Hires/Exp'd:	\$15.00 to \$28.00/hr	Median: \$21.58/hr
Exp'd/After 3 Years:	\$23.00 to \$37.50/hr	Median: \$28.77/hr

Almost all employers provide medical insurance. Most also provide a paid vacation and paid sick leave. Many provide dental insurance and a retirement plan. Some provide life insurance and vision insurance.

Employment Information

Occupation Size: Medium. There are approximately 320-390 Construction Managers currently employed in Sonoma County. Local surveys indicate that few are female.

Annual Turnover: Estimated to be very low (less than 10 percent).

Projected Growth: 10-15 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be much faster than the average for all occupations through the year 2001.

Projected Separations: Less than 10 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply-Demand: Employers generally have little difficulty finding applicants who meet their hiring standards. This indicates a somewhat competitive outlook for qualified job seekers.

Construction Managers--continued

Very Important Qualifications for Job Entry

Knowledge

- Knowledge of principles and processes involved in business and organizational planning, coordination, and execution, including strategic planning, resource allocation, manpower modeling, leadership techniques, and production methods.

Abilities

- Ensure that all the details of a job are performed and everything is done completely.
- Able to be decisive and to quickly select among alternative courses of action.
- Coordinate several activities at once.
- Analyze and resolve specific problems.
- Understand engineering, architectural, and other construction drawings.
- Able to establish a good working relationship with many different people, including entrepreneurs, other managers, construction professionals, supervisors, and craft workers.

Work Activities

- Adaptable and able to work effectively in a fast-paced environment.
- Monitoring and reviewing information from materials, events, or the environment, often to detect problems or to find out when things are finished.

Sources: O'NET 98 Database (early release) & Occupational Outlook Handbook

Nationwide Job Outlook

Employment of construction managers is expected to increase faster than the average for all occupations through the year 2005 as the level of construction activity and complexity of construction projects continues to grow. In addition, many job openings should result annually from the need to replace workers who transfer to other occupations or leave the labor force. Employers prefer applicants with previous construction work experience who can combine a strong background in building technology with proven supervisory or managerial skills. Prospects in construction management, engineering and architectural services, and construction contracting firms should be particularly favorable for persons with a bachelor's degree or higher in construction science, construction management, or construction engineering who have worked in construction.

Where to Find More Information

California Occupational Guides:

Not Available

Occupational Outlook Handbook:

See Construction Managers

Cooks, Restaurant

Restaurant Cooks prepare, season, and cook soups, meats, vegetables, desserts, and other foodstuffs in restaurants. They may order supplies, keep records and accounts, price items on a menu, or plan the menu (OES 650260).

Training, Experience, and Other Requirements

- Almost all recent hires have completed high school.
- Some employers report that they always require prior experience.
- Promotions may lead to supervisory positions.
- Most jobs are 40 hours per week. Some jobs are 20-30 hours per week.
- Willingness to work weekends, nights, part-time, overtime, and on-call is important for job entry.

Getting the Training

Certificate programs take about one year to complete, although employers often provide on-the-job training. Refer to the Occupation-Training Index for information on the school(s) or training provider(s) who may offer related training.

Getting the Job

Almost all employers fill openings by hiring referrals from employees and/or recruit applicants through newspaper advertisements. Most also fill openings through in-house promotion. Many fill openings by hiring unsolicited applicants.

Wages and Fringe Benefits

New Hires/Inexp'd:	\$4.50 to \$7.50/hr	Median: \$6.00/hr
New Hires/Exp'd:	\$6.00 to \$9.00/hr	Median: \$7.45/hr
Exp'd/After 3 Years:	\$7.50 to \$13.50/hr	Median: \$9.00/hr

Almost all employers provide medical insurance and other benefits, including dental insurance and a paid vacation. Most also provide paid sick leave. Many provide life insurance, vision insurance, and a retirement plan. Some employers may provide benefits for part-time employees.

Employment Information

Occupation Size: Very Large. There are approximately 980-1,195 Restaurant Cooks currently employed in Sonoma County. About 33 percent in California are female.

Annual Turnover: Estimated to be high (30-39 percent).

Projected Growth: 200-240 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be much faster than the average for all occupations through the year 1999.

Projected Separations: 190-230 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply-Demand: Employers generally have little difficulty finding applicants who meet their hiring standards. This indicates a somewhat competitive outlook for qualified job seekers.

Cooks, Restaurant--continued

Very Important Qualifications for Job Entry

Basic Skills

- Ability to work as part of a team
- Ability to work independently
- Ability to perform routine, repetitive work
- Verbal communication skills
- Ability to perform basic mathematical calculations
- English grammar and spelling skills
- Writing skills

Physical Abilities

- Ability to stand continuously for 2 or more hours
- Ability to lift at least 50 lbs
- Ability to do strenuous, physically demanding work
- Ability to pass a pre-employment medical exam
- Ability to sit continuously for 2 or more hours

Other Qualifications

- Ability to work under pressure
- Ability to handle crisis situations
- Attention to detail
- Organizational and time management skills
- Problem solving skills
- Ability to plan and organize the work of others
- Record keeping skills
- Willingness to participate in drug testing
- Multi-cultural familiarity
- Supervisory skills
- Trained in CPR and first aid techniques

Nationwide Job Outlook

Job openings for chefs and cooks are expected to be excellent through the year 2005. Most openings will arise from the need to replace the relatively high proportion of workers who leave this very large occupation each year. There is substantial turnover in many of these jobs because their limited requirements for formal education and training allow easy entry, and the many part-time positions are attractive to persons seeking a short-term source of income rather than a career. Many of the workers who leave these jobs transfer to other occupations, while others stop working to assume household responsibilities or to attend school full time. The overall level of economic activity has a significant effect on food and beverage sales within eating and drinking establishments. Other factors contributing to employment growth will be population growth, rising family and personal incomes, and more leisure time that will allow people to dine out and take vacations more often. Also, as more women join the work force, families increasingly may find dining out a welcome convenience.

Where to Find More Information

California Occupational Guides:

See Cooks and Chefs

Occupational Outlook Handbook:

See Chefs, Cooks, and Other Kitchen Workers

Customer Service Representatives

Customer Service Representatives talk with customers to find solutions to customers' problems. They may work at a professional or clerical level.

Customer Service Representatives at clerical levels deal with complaints about products or billing or receive orders for products or services.

Representatives at professional levels most often are employed with companies selling complex products, such as computers. They answer questions and investigate and correct errors. They may train customers in the use of the product or interpret customer needs to technical staff (DOT 553.350-998).

Training, Experience, and Other Requirements

- Most recent hires have completed one to two years of college. Some have completed high school.
- Most employers do not require prior experience.
- Promotions may lead to supervisory or management positions.
- Many jobs are 40 hours per week. Many other jobs are 20-25 hours per week.
- A few employers report that computer word processing skills are important.

Wages and Fringe Benefits

New Hires/Inexp'd:	\$5.25 to \$7.50/hr	Median: \$6.19/hr
New Hires/Exp'd:	\$6.00 to \$9.00/hr	Median: \$7.00/hr
Exp'd/After 3 Years:	\$7.75 to \$12.00/hr	Median: \$9.75/hr

Note: These wages may include commissions.

Almost all employers provide medical insurance and a paid vacation. Most also provide dental insurance and paid sick leave. Many provide a retirement plan. Some provide life insurance and vision insurance. Some employers provide benefits for part-time employees.

Getting the Training

Employers generally provide on-the-job training for this occupation, although some certificate programs are available. Refer to the Occupation-Training Index in the appendix of this publication for a list of schools/training providers who may offer related training.

Getting the Job

Customer Service Representatives in Sonoma County are employed in a wide variety of industries, although this occupational outlook survey was conducted with employers from the retail sector. Most employers recruit applicants through newspaper advertisements. Many also hire unsolicited applicants. Some fill openings through in-house promotion or transfer. Some others hire referrals from employees or from schools and training programs.

Employment Information

Occupation Size: Large. Local surveys indicate that about 50 percent of the employment in this occupation is female.

Annual Turnover: Estimated to be low (10-19 percent).

Projected Growth: Of the employers surveyed, many report job growth during the last 12 months; most expect to add new positions over the next three years.

Projected Separations: Insufficient data to estimate separations.

Supply-Demand: Employers generally have little difficulty finding inexperienced but qualified applicants, and some difficulty finding qualified applicants with prior experience. This indicates a somewhat competitive outlook for job seekers without prior experience, and a good outlook for those who are fully experienced.

Customer Service Representatives--continued

Very Important Qualifications for Job Entry

Knowledge

- Knowledge of principles and methods involved in showing, promoting, and selling products or services, including marketing strategies and tactics, product demonstration and sales techniques, and sales control systems.

Skills

- A service orientation, actively looking for ways to help people.

Abilities

- Communicate information and ideas in speaking so others will understand.

Work Activities

- Convincing others to buy merchandise/goods, or otherwise changing their minds or actions.

Physical

- Ability to stand continuously for two or more hours.

Source: O'NET 98 Database (early release)

Nationwide Job Outlook

Information Not Available

Where to Find More Information

California Occupational Guides:

See Retail Salespersons

Occupational Outlook Handbook:

See Retail Sales Workers

Data Processing Equipment (Computer) Repairers

Data Processing Equipment Repairers repair, maintain, and install electronic computers (mainframes, minis, and micros), peripheral equipment, and word processing systems (OES 857050).

Also known as Computer Technicians and Service Technicians

Training, Experience, and Other Requirements

- Almost all recent hires have completed high school plus some college or vocational training.
- Prior experience is often required.
- Experience with PC-based (IBM compatible) and Macintosh computers, printers and knowledge of networking is important for job entry.
- Some employers report that problem solving skills are in short supply.
- Promotions may lead to supervisory or management positions.
- Almost all jobs are 40 hours per week. Some jobs are 25-30 hours per week.

Getting the Training

Certificate and degree programs range in length from one to two years. Refer to the Occupation-Training Index for information on the school(s) or training provider(s) who may offer related training.

Getting the Job

Most Computer Service Technicians in Sonoma County are employed by computer retailers and repair shops. Most all employers recruit applicants through newspaper advertisements and/or fill openings by hiring referrals from employees. Some also fill openings by hiring unsolicited applicants and/or referrals from private employment agencies.

Wages and Fringe Benefits

New Hires/Inexp'd:	\$7.50 to \$13.00/hr	Median: \$8.00/hr
New Hires/Exp'd:	\$7.50 to \$15.75/hr	Median: \$9.50/hr
Exp'd/After 3 Years:	\$11.50 to \$20.50/hr	Median: \$17.50/hr

Most employers provide medical insurance and other benefits, including a paid vacation, paid sick leave, and dental insurance. Many also provide vision insurance. Some provide life insurance and a retirement plan.

Employment Information

Occupation Size: Small. There are approximately 55-65 Computer Service Technicians currently employed in Sonoma County. About 9 percent in California are female.

Annual Turnover: Estimated to be low (10-19 percent).

Projected Growth: Less than 10 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be much faster than the average for all occupations through the year 1999.

Projected Separations: Less than 10 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply-Demand: Employers generally have little difficulty finding inexperienced but qualified applicants, and some difficulty finding qualified applicants with prior experience. This indicates a somewhat competitive outlook for job seekers without prior experience, and a good outlook for those who are fully experienced.

Data Processing Equipment (Computer) Repairers--continued

Very Important Qualifications for Job Entry

Basic Skills

- Verbal communication skills
- Ability to work independently
- Ability to work as part of a team
- Writing skills
- English grammar and spelling skills

Other Qualifications

- Attention to detail
- Problem solving skills
- Organizational and time management skills
- Ability to work under pressure
- Record keeping skills
- Ability to handle crisis situations
- Possess good DMV driving record
- Ability to plan and organize the work of others

Nationwide Job Outlook

Employment of those who repair computers is expected to grow much faster than the average for all occupations through the year 2005. Demand for computer repairers will increase as the amount of computer equipment increases. Organizations throughout the economy should continue to automate in search of greater productivity and improved service. The development of new computer applications and lower computer prices will also spur demand. As a result, more repairers will be needed to install, maintain, and repair these machines.

Where to Find More Information

California Occupational Guides:

See Data Processing Equipment Repairers

See also Electronics Repairers

Occupational Outlook Handbook:

See Computer and Office Machine Repairers

See also Engineering Technicians

Dental Assistants

Dental Assistants assist the dentist at the chair by preparing patients and equipment, keeping records, and performing related duties as required (OES 660020).

Training, Experience, and Other Requirements

- Almost all recent hires have completed two years of college.
- Prior experience is often required.
- Certification as an RDA (Registered Dental Assistant) is usually required.
- Computer database skills may be important for job entry.
- Promotions may lead to supervisory positions such as Office Manager or, with additional education, to Dental Hygienist.
- Almost all jobs are 32-40 hours per week. Some jobs are 16-30 hours per week.
- Willingness to work overtime, part-time, nights, and weekends may be important for job entry.

Getting the Training

Certificate programs generally range in length from one to two years. Refer to the Occupation-Training Index for information on the school(s) or training provider(s) who may offer related training.

Getting the Job

Most employers recruit applicants through newspaper advertisements. Many fill openings by hiring referrals from private employment agencies, professional associations, and/or employees.

Wages and Fringe Benefits

New Hires/Inexp'd:	\$8.50 to \$13.00/hr	Median: \$12.00/hr
New Hires/Exp'd:	\$9.25 to \$15.50/hr	Median: \$12.50/hr
Exp'd/After 3 Years:	\$13.50 to \$17.00/hr	Median: \$14.50/hr

Almost all employers provide medical insurance and other benefits, including a paid vacation, paid sick leave, and dental insurance. Most also provide a paid vacation. Some provide life insurance and vision insurance. Some may also provide benefits for part-time employees.

Employment Information

Occupation Size: Large. There are approximately 450-550 Dental Assistants currently employed in Sonoma County. About 96 percent in California are female.

Annual Turnover: Estimated to be moderate (20-29 percent).

Projected Growth: 15-20 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be much faster than the average for all occupations through the year 1999.

Projected Separations: 10-15 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply-Demand: Employers generally have no difficulty finding inexperienced but qualified applicants, and little difficulty finding qualified applicants with prior experience. This indicates a very competitive outlook for job seekers without prior experience, and a somewhat competitive outlook for those who are fully experienced.

Dental Assistants--continued

Very Important Qualifications for Job Entry

Basic Skills

- Ability to work as part of a team
- Ability to perform routine, repetitive work
- Verbal communication skills
- Ability to work independently
- English grammar and spelling skills
- Writing skills
- Ability to perform basic mathematical calculations

Physical Abilities

- Ability to sit continuously for 2 or more hours
- Ability to stand continuously for 2 or more hours

Other Qualifications

- Trained in CPR and first aid techniques
- Attention to detail
- Organizational and time management skills
- Ability to handle crisis situations
- Record keeping skills
- Ability to work under pressure
- Problem solving skills
- Multi-cultural familiarity

Nationwide Job Outlook

Employment is expected to grow faster than the average for all occupations through the year 2005. Population growth, higher incomes, and greater retention of natural teeth by middle-aged and older people will fuel demand for dental services. Also, dentists are likely to employ more assistants for several reasons. Older dentists, who are less likely to employ assistants, will leave and be replaced by recent graduates who are more likely to use one, or even two assistants. In addition, as dentists' workloads increase, they are expected to hire more assistants to perform routine tasks. Nevertheless, most job openings for dental assistants will arise from the need to replace assistants who leave the occupation. Many assistants leave the job to take on family responsibilities, return to school, or transfer to another occupation.

Where to Find More Information

California Occupational Guides:

See Dental Assistants

Occupational Outlook Handbook:

See Dental Assistants

Dental Hygienists

Also known as Registered Dental Hygienists

Dental Hygienists perform dental prophylactic treatments and instruct groups and individuals in the care of the teeth and mouth (OES 329080).

Training, Experience, and Other Requirements

- Licensing is required for this occupation; contact the State Committee on Dental Auxiliaries for information.
- Almost all recent hires have completed two to four years of college.
- Some employers report that they always require prior experience.
- Promotions may take the form of higher wages or lead to supervisory positions, such as Office Manager.
- Most jobs are 15-20 hours per week. Some jobs are 32-34 hours per week.
- Willingness to work overtime, nights, on-call, and weekends is important for job entry.
- Some employers report that computer skills are becoming increasingly important.

Getting the Training

Degree programs take about two years to complete. Refer to the Occupation-Training Index for information on the school(s) or training provider(s) who may offer related training.

Getting the Job

Almost all employers recruit applicants through newspaper advertisements. Most also fill openings by hiring referrals from employment agencies. Many fill openings by hiring referrals from employees. Some fill openings by hiring training program referrals.

Wages and Fringe Benefits

New Hires/Inexp'd:	\$27.00 to \$35.00/hr	Median: \$30.00/hr
New Hires/Exp'd:	\$32.00 to \$36.00/hr	Median: \$33.79/hr
Exp'd/After 3 Years:	\$34.00 to \$36.75/hr	Median: \$35.48/hr

For full-time positions (32+ hours per week), many employers provide medical insurance and other benefits, including a paid vacation and a retirement plan. Some also provide paid sick leave and dental insurance. Some employers may provide benefits for part-time employees.

Employment Information

Occupation Size: Medium. There are approximately 245-295 Dental Hygienists currently employed in Sonoma County. About 97 percent in California are female.

Annual Turnover: Estimated to be low (10-19 percent).

Projected Growth: 65-75 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be much faster than the average for all occupations through the year 1999.

Projected Separations: 15-25 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply-Demand: Employers generally have some difficulty finding applicants who meet their hiring standards. This indicates a good outlook for qualified job seekers.

Dental Hygienists--continued

Very Important Qualifications for Job Entry

Basic Skills

- Verbal communication skills
- Ability to work independently
- Ability to work as part of a team
- Ability to perform routine, repetitive work
- English grammar and spelling skills
- Writing skills
- Ability to perform basic mathematical calculations

Physical Abilities

- Ability to sit continuously for 2 or more hours
- Ability to pass a pre-employment medical exam
- Ability to lift at least 10 lbs
- Ability to do strenuous, physically demanding work
- Ability to stand continuously for 2 or more hours

Other Qualifications

- Attention to detail
- Trained in CPR and first aid techniques
- Organizational and time management skills
- Record keeping skills
- Ability to handle crisis situations
- Ability to work under pressure
- Problem solving skills
- Supervisory skills
- Ability to plan and organize the work of others
- Willingness to participate in drug testing
- Multi-cultural familiarity

Nationwide Job Outlook

Employment of dental hygienists is expected to grow much faster than the average for all occupations through the year 2005. This is in response to increasing demand for dental care. Demand will be stimulated by population growth, a greater retention of natural teeth by middle-aged and elderly people, and rising real incomes. Additional job openings will result from the need to replace workers who leave the occupation. In addition, older dentists, who are less likely to employ dental hygienists, will leave and be replaced by recent graduates who will be more likely to use Dental Hygienists. Further, as dentists' workloads increase, they are expected to hire more hygienists to perform preventive dental care such as cleaning, so they may use their own time more profitably.

Where to Find More Information

California Occupational Guides:

See Dental Hygienists

Occupational Outlook Handbook:

See Dental Hygienists

Dispatchers (Non-Emergency)

Dispatchers--except Police, Fire, and Ambulance, schedule and dispatch workers, work crews, equipment, or service vehicles for conveyance of materials, freight, or passengers or for normal installation, service, or emergency repairs rendered outside the place of business. Their duties may include use of radio/telephone to transmit assignments and compile statistics and reports on the progress of work. (OES 580050).

Training, Experience, and Other Requirements

- Most recent hires have completed high school.
- Most employers do not require prior experience.
- Promotions may lead to supervisory or management positions.
- Almost all jobs are 40 hours per week. A few jobs are 12-30 hours per week.
- Some employers report that computer word processing skills are important.

Wages and Fringe Benefits

New Hires/Inexp'd:	\$5.25 to \$10.50/hr	Median: \$8.00/hr
New Hires/Exp'd:	\$6.00 to \$14.50/hr	Median: \$8.97/hr
Exp'd/After 3 Years:	\$10.00 to \$14.50/hr	Median: \$10.00/hr

Of the employers surveyed, all report that they provide medical insurance. Almost all also provide a paid vacation and dental insurance. Many provide paid sick leave, vision insurance, a retirement plan, and life insurance. Few employers provide benefits for part-time employees.

Getting the Training

Employers generally provide on-the-job training for this occupation.

Getting the Job

Dispatchers in Sonoma County are employed by transportation, trucking and warehousing, communications, public utilities, and automotive services firms. Most employers recruit applicants through newspaper advertisements. Many also fill openings by hiring referrals from employees. Some hire unsolicited applicants. Some others fill openings through in-house promotion or transfer.

Employment Information

Occupation Size: Small. There are approximately 155-190 Dispatchers currently employed in Sonoma County. About 49 percent in California are female.

Annual Turnover: Estimated to be moderate (20-29 percent).

Projected Growth: Less than 10 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be the same as the average for all occupations through the year 2001.

Projected Separations: Less than 10 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply-Demand: Employers generally have little difficulty finding applicants who meet their hiring standards. This indicates a somewhat competitive outlook for qualified job seekers.

Dispatchers (Non-Emergency)--continued

Very Important Qualifications for Job Entry

Qualifications depend on the industry and type of position:

- Truck dispatchers who work for local and long distance trucking companies coordinate the movement of trucks and freight between cities. They direct the pickup and delivery activities of drivers. They receive customers' requests for pickup and delivery of freight, consolidate freight into truckloads for specific destinations, assign drivers and trucks, and make up routes and pickup and delivery schedules.
- Bus dispatchers make sure that local and long distance buses stay on schedule. They handle all problems that may disrupt service and dispatch other buses or arrange for repairs to restore service and schedules.
- Train dispatchers are responsible for the timely movement of trains according to train orders and schedules. They must be aware of track switch positions and the location of other trains running on the track. Taxicab dispatchers, or starters, dispatch taxis in response to requests for service and keep logs on all road service calls.
- Tow truck dispatchers take calls for emergency road service. They relay the problem to a nearby service station or a tow truck service and see to it that the emergency road service is completed.
- Gas and water service dispatchers monitor gas lines and water mains and send out service trucks and crews. Other dispatchers coordinate deliveries, service calls, and related activities for a variety of firms.

Regardless of where they work, all dispatchers keep records, logs, and schedules of the calls they receive and the actions they take. They may type and file cards on each call and then prepare detailed reports on all activities occurring during their shift. Those who work with a computer-aided dispatch system make the appropriate entries and corrections into the computer as they occur, and then print a log or report at the end of their shift.

Source: Occupational Outlook Handbook

Nationwide Job Outlook

Overall employment of dispatchers is expected to about as fast as the average for all occupations through the year 2005 due to the growing need for the various services that dispatchers provide. Most job openings will result from the need to replace those who transfer to other occupations or leave the labor force.

Where to Find More Information

California Occupational Guides:

Not Available

Occupational Outlook Handbook:

See Dispatchers

Dispatchers, Emergency

Dispatchers-Police, Fire, and Ambulance, receive complaints from the public concerning crimes and police emergencies and broadcast orders to police radio patrol units in the vicinity to investigate. They operate radio and telephone equipment to receive reports of fires and medical emergencies and relay information or orders to proper officials (OES 580020).

Training, Experience, and Other Requirements

- Most recent hires have completed high school.
- Many employers require prior experience.
- Promotions may lead to Lead Dispatcher or supervisory positions.
- Most jobs are 40 hours per week. Some jobs are part-time or on-call, 20-25 hours per week.
- Most employers report that computer word processing skills are important.

Wages and Fringe Benefits

New Hires/Inexp'd:	\$10.00 to \$17.25/hr	Median: \$15.09/hr
New Hires/Exp'd:	\$11.00 to \$17.25/hr	Median: \$15.49/hr
Exp'd/After 3 Years:	\$14.00 to \$22.75/hr	Median: \$20.00/hr

Of the employers surveyed, all report that they provide medical insurance and other benefits, including dental insurance, a paid vacation, and paid sick leave. Almost all also provide a retirement plan, vision insurance, and life insurance. Some employers provide benefits for part-time employees.

Getting the Training

Employers generally provide the training for this occupation, although prior clerical training and/or experience is helpful. Refer to the Occupation-Training Index in the appendix of this publication for a list of schools/training providers who may offer related training.

Getting the Job

Emergency Dispatchers in Sonoma County are employed by government agencies and ambulance service firms. Almost all employers are union. Almost all employers recruit applicants through newspaper advertisements. Some also fill openings by hiring referrals from employees.

Employment Information

Occupation Size: Small. There are approximately 115-140 Emergency Dispatchers currently employed in Sonoma County. Local surveys indicate that about 75 percent of the employment in this occupation is female.

Annual Turnover: Estimated to be very low (less than 10 percent).

Projected Growth: Less than 10 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be slower than the average for all occupations through the year 2001.

Projected Separations: Less than 10 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply-Demand: Employers generally have little difficulty finding inexperienced but qualified applicants, and some difficulty finding qualified applicants with prior experience. This indicates a somewhat competitive outlook for job seekers without prior experience, and a good outlook for those who are fully experienced.

Dispatchers, Emergency--continued

Very Important Qualifications for Job Entry

Knowledge

- Knowledge of transmission, broadcasting, switching, control, and operation of telecommunications systems.

Skills

- Listening to what other people are saying and asking questions as appropriate.
- Speaking skills--Talking to others to effectively convey information.

Abilities

- Listen to and understand information and ideas presented through spoken words and sentences.
- Speak clearly so that it is understandable to a listener.

Work Activities

- Providing information to supervisors, fellow workers, and subordinates, exchanged face-to-face, in writing, or via telephone/electronic transfer.
- Communicating with persons outside the organization, representing the organization to customers, the public, government, and other external sources, exchanged face-to-face, in writing, or via telephone/electronic transfer.
- Observing, receiving, and otherwise obtaining information from all relevant sources.

Physical

- Ability to sit continuously for two or more hours.

Source: O'NET 98 Database (early release)

Nationwide Job Outlook

Employment of police, fire, and ambulance dispatchers is expected to grow more slowly than the average for all occupations. Increasingly intense competition among government functions for available resources should limit the ability of many growing communities to keep pace with rapidly growing emergency services needs. Computerization is making inroads into all areas of dispatching, increasing productivity and dampening employment growth somewhat. However, computer-aided dispatch systems are very expensive, making them affordable only to relatively large establishments.

Where to Find More Information

California Occupational Guides:

Not Available

Occupational Outlook Handbook:

See Dispatchers

Drafters

Also known as CAD Operators

Drafters prepare clear, complete, and accurate working plans and detail drawings from rough or detailed sketches or notes for engineering or manufacturing purposes according to specified dimensions. They utilize knowledge of various machines, engineering practices, mathematics, building materials, and other physical sciences to complete drawings (OES 225140).

Training, Experience, and Other Requirements

- Most recent hires have completed one to two years of college or vocational training.
- Prior experience is often required.
- Some employers report that adequate CAD skills are in short supply.
- Most employers use PC-based computer systems (IBM-compatible).
- With the appropriate education, promotions may lead to Architect or Engineer.
- Almost all jobs are 40 hours per week.
- Willingness to work overtime may be important for job entry.

Getting the Training

Certificate and degree programs range in length from one to two years and are usually followed by a period of on-the-job training. Refer to the Occupation-Training Index for information on the school(s) or training provider(s) who may offer related training.

Getting the Job

Most Drafters and CAD Operators in Sonoma County are employed by engineering and architectural firms. Most employers recruit applicants through newspaper advertisements. Many fill openings by hiring referrals from employees. Some fill openings by hiring unsolicited applicants and/or referrals from private employment agencies.

Wages and Fringe Benefits

New Hires/Inexp'd:	\$8.00 to \$14.50/hr	Median: \$11.50/hr
New Hires/Exp'd:	\$11.00 to \$17.75/hr	Median: \$14.25/hr
Exp'd/After 3 Years:	\$14.00 to \$26.25/hr	Median: \$17.55/hr

Almost all employers provide medical insurance and other benefits, including a paid vacation, paid sick leave, a retirement plan, and dental insurance. Most also provide life insurance. Many provide vision insurance.

Employment Information

Occupation Size: Medium. There are approximately 345-420 Drafters and CAD Operators currently employed in Sonoma County. About 22 percent in California are female.

Annual Turnover: Estimated to be very low (less than 10 percent).

Projected Growth: Less than 10 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be slower than the average for all occupations through the year 1999.

Projected Separations: 10-15 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply-Demand: Employers generally have some difficulty finding inexperienced but qualified applicants, and considerable difficulty finding qualified applicants with prior experience. This indicates a good outlook for job seekers without prior experience, and a very good outlook for those who are fully experienced.

Drafters--continued

Very Important Qualifications for Job Entry

Basic Skills

- Ability to work as part of a team
- Ability to perform basic mathematical calculations
- Verbal communication skills
- Ability to work independently
- Ability to perform routine, repetitive work
- English grammar and spelling skills

Physical Abilities

- Ability to sit continuously for 2 or more hours

Other Qualifications

- Attention to detail
- Organizational and time management skills
- Problem solving skills
- Record keeping skills
- Ability to work under pressure

Nationwide Job Outlook

Employment is expected to grow more slowly than the average for all occupations through the year 2005. Industrial growth and the increasingly complex design problems associated with new products and processes will increase the demand for drafting services. However, greater use of CAD equipment by architects and engineers, as well as drafters, is expected to offset some of this growth in demand. Although productivity gains from CAD have been relatively modest since CAD use became widespread, CAD technology continues to advance. CAD is expected to become an increasingly powerful tool, simplifying many traditional drafting tasks. Individuals who have at least 2 years of training in a technically strong drafting program and who have experience with CAD systems will have the best opportunities. Although growth in employment will create many job openings, most job openings are expected to arise as drafters retire or leave the labor force for other reasons.

Where to Find More Information

California Occupational Guides:

See Drafting Occupations

Occupational Outlook Handbook:

See Drafters

Drivers/Sales Workers (Route)

Driver/Sales Workers drive trucks or other vehicles over established routes to deliver and sell goods, such as food products; to collect and deliver items, such as laundry; or to collect coins, and to refill and service vending machines. Includes newspaper delivery drivers (OES 971170).

Training, Experience, and Other Requirements

- Almost all recent hires have completed high school.
- Some employers report that they always require prior experience.
- Promotions may lead to supervisory or management positions, or to sales positions.
- Most jobs are 38-40 hours per week. Some jobs are 20-25 hours per week.
- Willingness to work overtime, weekends, part-time, on-call, temporary, and nights is important for job entry.
- Some employers report that computer skills are becoming increasingly important.

Getting the Training

Employers generally provide on-the-job training for this occupation.

Getting the Job

Most Sales/Route Drivers in Sonoma County are employed by eating places, wholesalers, newspapers, retailers, and manufacturers and processors of food products. Almost all employers recruit applicants through newspaper advertisements. Most also fill openings by hiring referrals from employees. Some fill openings by hiring unsolicited applicants and/or through in-house promotion.

Wages and Fringe Benefits

New Hires/Inexp'd:	\$6.00 to \$11.00/hr	Median: \$7.75/hr
New Hires/Exp'd:	\$6.50 to \$12.00/hr	Median: \$9.50/hr
Exp'd/After 3 Years:	\$7.00 to \$14.00/hr	Median: \$10.50/hr

Note: These wages may include commissions.

Most employers provide medical insurance and other benefits, including a paid vacation, dental insurance, paid sick leave, and a retirement plan. Many also provide vision insurance. Some provide life insurance.

Employment Information

Occupation Size: Medium. There are approximately 425-515 Sales/Route Drivers currently employed in Sonoma County. About 8 percent in California are female.

Annual Turnover: Estimated to be very high (40 percent or more).

Projected Growth: 10-15 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be the same as the average for all occupations through the year 1999.

Projected Separations: 10-15 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply-Demand: Employers generally have little difficulty finding inexperienced but qualified applicants, and some difficulty finding qualified applicants with prior experience. This indicates a somewhat competitive outlook for job seekers without prior experience, and a good outlook for those who are fully experienced.

Drivers/Sales Workers (Route)--continued

Very Important Qualifications for Job Entry

Basic Skills

- Ability to work independently
- Verbal communication skills
- Ability to perform routine, repetitive work
- Ability to work as part of a team
- English grammar and spelling skills
- Ability to perform basic mathematical calculations
- Writing skills

Physical Abilities

- Ability to pass a pre-employment medical exam
- Ability to do strenuous, physically demanding work
- Ability to stand continuously for 2 or more hours
- Ability to sit continuously for 2 or more hours
- Ability to lift at least 100 lbs

Other Qualifications

- Possess good DMV driving record
- Attention to detail
- Organizational and time management skills
- Problem solving skills
- Ability to work under pressure
- Willingness to participate in drug testing
- Ability to handle crisis situations
- Record keeping skills
- Supervisory skills
- Ability to plan and organize the work of others
- Multi-cultural familiarity

Nationwide Job Outlook

Job opportunities for truck drivers should be favorable as this occupation is among the occupations with the largest number of job openings. Although thousands of openings will be created by growth in demand for drivers, the majority will occur as experienced drivers transfer to other fields of work or retire or leave the labor force for other reasons. In addition, truck driver jobs vary greatly in terms of earnings, weekly work hours, and in the quality of equipment operated. Because truck driving does not require education beyond high school, competition is expected for jobs with the most attractive earnings and working conditions. Employment is expected to increase about as fast as the average for all occupations through the year 2005 as the economy grows and the amount of freight carried by trucks increases. However, increased integration of truck and railroad long-distance freight transportation should continue to slow the growth of truck driver jobs.

Where to Find More Information

California Occupational Guides:

Not Available

Occupational Outlook Handbook:

See Truck Drivers

Electrical & Electronic Assemblers

Electrical and Electronic Assemblers perform work at a level not requiring a high degree of precision. Includes such occupations as Electronic Wirers, Armature Connectors, Electric Motor Winders, Skein Winders, Carbon Brush Assemblers, Battery and Battery Parts Assemblers, Electric Sign Assemblers, and Electrical and Electronic Subassemblers (OES 939050).

Training, Experience, and Other Requirements

- Almost all recent hires have completed high school.
- Most employers do not require prior experience.
- A few jobs are filled by promoting from a trainee position.
- Promotions may lead to supervisory positions.
- Almost all jobs are 40 hours per week.
- Willingness to work overtime may be important for job entry. Willingness to participate in drug testing may also be important.

Wages and Fringe Benefits

New Hires/Inexp'd:	\$5.75 to \$8.00/hr	Median: \$7.00/hr
New Hires/Exp'd:	\$6.75 to \$10.00/hr	Median: \$7.50/hr
Exp'd/After 3 Years:	\$8.00 to \$15.50/hr	Median: \$10.50/hr

Almost all employers provide medical insurance and other benefits, including a paid vacation, dental insurance, paid sick leave, and a retirement plan. Most also provide life insurance and vision insurance. Some provide child care benefits.

Getting the Training

Certificate programs generally range in length from six to eighteen months, although employers often provide on-the-job training. Refer to the Occupation-Training Index for information on the school(s) or training provider(s) who may offer related training.

Getting the Job

Most Electrical and Electronic Assemblers in Sonoma County are employed by various manufacturers of electronic or electrical equipment or parts. Most employers recruit applicants through newspaper advertisements. Most also fill openings by hiring referrals from employees and/or employment and training agencies.

Employment Information

Occupation Size: Medium. There are approximately 240-290 Electrical and Electronic Assemblers currently employed in Sonoma County. About 64 percent in California are female.

Annual Turnover: Estimated to be very low (less than 10 percent).

Projected Growth: Less than 10 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be the same as the average for all occupations through the year 1999.

Projected Separations: Less than 10 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply-Demand: Employers generally have little difficulty finding applicants who meet their hiring standards. This indicates a somewhat competitive outlook for qualified job seekers.

Electrical & Electronic Assemblers--continued

Very Important Qualifications for Job Entry

Basic Skills

- Ability to work as part of a team
- Verbal communication skills
- Ability to perform basic mathematical calculations
- Ability to work independently
- Ability to perform routine, repetitive work
- Writing skills
- English grammar and spelling skills

Physical Abilities

- Ability to lift at least 10 lbs
- Ability to pass a pre-employment medical exam

Other Qualifications

- Attention to detail
- Organizational and time management skills
- Problem solving skills
- Record keeping skills
- Multi-cultural familiarity

Nationwide Job Outlook

Opportunities for those who wish to become precision assemblers depend on the industries in which the jobs are located. For instance, there should be keen competition for assembly jobs in the aerospace and electronics industries. The aerospace industry is anticipating reductions in defense contracts through the 1990's, uncertain funding for space projects, and weaker commercial aircraft demand than was expected in the late 1980's. The electronics industry, on the other hand, faces the decade ahead with excellent prospects for growth. As firms invest in more automated production equipment and processes, however, the number of assembly jobs in electronics will fall. The effect of automation on precision assembler employment will depend on how rapidly and extensively new manufacturing technologies are adopted. Not all precision assemblers can be replaced efficiently by automated processes. Flexible manufacturing systems are expensive, and a large volume of repetitive work is required to justify their purchase.

Where to Find More Information

California Occupational Guides:

Not Available

Occupational Outlook Handbook:

See Precision Assemblers

Electrical & Electronic Engineering Technicians

Electrical and Electronic Engineering Technicians and Technologists apply electrical and electronic theory and related knowledge to design, build, test, repair, and modify developmental, experimental, or production electrical equipment in industrial or commercial plants for subsequent use by engineering personnel in making engineering design and evaluation decisions. Does not include workers who only repair electronic equipment (OES 225050).

Training, Experience, and Other Requirements

- Almost all recent hires have completed two years of college.
- Prior experience is often required as is familiarity with PC-based (IBM compatible) computers.
- With the appropriate education, promotions may lead to Engineer positions.
- Almost all jobs are 40 hours per week. Some jobs are on-call, 30-40 hours per week.
- Willingness to work overtime may be important for job entry. Willingness to participate in drug testing may also be important.

Getting the Training

Certificate and degree programs usually require two years of college or vocational training. Refer to the Occupation-Training Index for information on the school(s) or training provider(s) who may offer related training.

Getting the Job

Most Engineering Technicians in Sonoma County are employed by various manufacturers and/or designers of electronic or electrical equipment or parts. Almost all employers recruit applicants through newspaper advertisements. Most also fill openings by hiring referrals from employees and/or employment and training agencies. Some fill openings through in-house promotion or transfer.

Wages and Fringe Benefits

New Hires/Inexp'd:	\$6.50 to \$13.25/hr	Median: \$8.50/hr
New Hires/Exp'd:	\$10.00 to \$17.50/hr	Median: \$13.00/hr
Exp'd/After 3 Years:	\$12.25 to \$21.75/hr	Median: \$18.50/hr

Almost all employers provide medical insurance and other benefits, including a paid vacation, paid sick leave, dental insurance, and a retirement plan. Most also provide life insurance. Some provide vision insurance.

Employment Information

Occupation Size: Large. There are approximately 625-765 Engineering Technicians currently employed in Sonoma County. About 15 percent in California are female.

Annual Turnover: Estimated to be very low (less than 10 percent).

Projected Growth: 15-20 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be faster than the average for all occupations through the year 1999.

Projected Separations: Less than 10 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply-Demand: Employers generally have some difficulty finding applicants who meet their hiring standards. This indicates a good outlook for fully qualified job seekers.

Electrical & Electronic Engineering Technicians--continued

Very Important Qualifications for Job Entry

Basic Skills

- Verbal communication skills
- Ability to work independently
- Ability to work as part of a team
- Ability to perform basic mathematical calculations
- Writing skills
- Ability to perform routine, repetitive work

Physical Abilities

- Ability to lift at least 10 lbs
- Ability to sit continuously for 2 or more hours

Other Qualifications

- Problem solving skills
- Attention to detail
- Organizational and time management skills
- Record keeping skills
- Ability to handle crisis situations

Nationwide Job Outlook

Well-qualified engineering technicians should experience good employment opportunities through the year 2005. Employment is expected to increase as fast as the average for all occupations due to expected continued growth in the output of technical products. Competitive pressures and advancing technology will force companies to improve and update manufacturing facilities and product designs more rapidly than in the past. However, like engineers, employment of engineering technicians is influenced by local and national economic conditions. The employment outlook also varies with the area of specialization and industry. Some types of engineering technicians, such as civil engineering and aeronautical engineering technicians, experience greater cyclical fluctuations than others. Technicians whose jobs are defense related may experience fewer opportunities because of defense cutbacks. In addition to growth, nearly as many job openings will be to replace technicians who retire or leave the labor force for other reasons.

Where to Find More Information

California Occupational Guides:

See Electrical and Electronic Engineering Technicians

Occupational Outlook Handbook:

See Engineering Technicians

Electrical & Electronic Engineers

Electrical and Electronic Engineers design, develop, test and supervise the manufacture and installation of electrical and electronic equipment, components or systems, computers and related equipment and systems for commercial, industrial, military or scientific use. Does not include Sales Engineers (OES 939560).

Training, Experience, and Other Requirements

- Licensing is required for this occupation; contact the State Board of Registration for Professional Engineers and Land Surveyors for information.
- Most recent hires have completed four years of college.
- Most employers require prior experience.
- Promotions may lead to management positions.
- Almost all jobs are 40 hours per week.
- Almost all employers report that computer word processing, spreadsheet, and database skills are important. Most report that AutoCad skills are also important.

Getting the Training

Colleges and universities may offer undergraduate programs in electrical and electronic engineering. Refer to college or university catalogs for more information.

Getting the Job

Electrical and Electronic Engineers in Sonoma County are employed by manufacturers of electronic and electric equipment, computer and software services firms, and engineering services firms. Almost all employers recruit applicants through newspaper advertisements. Most also hire referrals from employees. Many hire referrals from private employment agencies and/or recruit applicants through Internet job listings.

Wages and Fringe Benefits

New Hires/Inexp'd:	\$15.00 to \$21.50/hr	Median: \$18.41/hr
New Hires/Exp'd:	\$16.75 to \$28.75/hr	Median: \$23.97/hr
Exp'd/After 3 Years:	\$18.75 to \$50.00/hr	Median: \$31.89/hr

Almost all employers provide medical insurance and other benefits, including dental insurance, a paid vacation, and paid sick leave. Most also provide a retirement plan and vision insurance. Many provide life insurance.

Employment Information

Occupation Size: Large. There are approximately 720-880 Electrical and Electronic Engineers currently employed in Sonoma County. Local surveys indicate that about 25 percent of the employment in this occupation is female.

Annual Turnover: Estimated to be very low (less than 10 percent).

Projected Growth: 20-25 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be much faster than the average for all occupations through the year 2001.

Projected Separations: 15-20 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply-Demand: Employers generally have little difficulty finding inexperienced but qualified applicants, and some difficulty finding qualified applicants with prior experience. This indicates a somewhat competitive outlook for job seekers without prior experience, and a good outlook for those who are fully experienced.

Electrical & Electronic Engineers--continued

Very Important Qualifications for Job Entry

Knowledge

- Knowledge of equipment, tools, mechanical devices, and their uses to produce motion, light, power, technology, and other applications.
- Knowledge of numbers, their operations, and interrelationships, including arithmetic, algebra, geometry, calculus, statistics, and their applications.
- Knowledge of electric circuit boards, processors, chips, and computer hardware and software, including applications and programming.
- Knowledge of design techniques, principles, tools and instruments involved in the production and use of precision technical plans, blueprints, drawings, and models.

Skills

- Using mathematics to solve problems.
- Weighing the relative costs and benefits of a potential action.

Abilities

- Add, subtract, multiply, or divide quickly and correctly.
- Read and understand information and ideas presented in writing.
- Communicate information and ideas in speaking so others will understand.

Work Activities

- Observing, receiving, and otherwise obtaining information from all relevant sources.
- Identifying underlying principles, reasons, or facts by breaking down information or data into separate parts.

Physical

- Ability to sit continuously for two or more hours.

Source: O'NET 98 Database (early release)

Nationwide Job Outlook

Employment opportunities for electrical and electronics engineers are expected to be good through the year 2005. Most job openings will result from job growth and the need to replace electrical engineers who transfer to other occupations or leave the labor force. These openings should be sufficient to absorb the number of new graduates and other entrants. Employment in this engineering specialty is expected to increase about as fast as the average for all occupations. Job growth is expected to be fastest in industrial sectors other than manufacturing. The need for electronics manufacturers to invest heavily in research and development to remain competitive will provide openings for graduates who have learned the latest technologies. Increased demand by businesses and government for computers and communications equipment is expected to account for much of the projected employment growth. Consumer demand for electrical and electronic goods should create additional jobs.

Where to Find More Information

California Occupational Guides:

See Electrical and Electronics Engineers

Occupational Outlook Handbook:

See Electrical and Electronics Engineers

Employment Interviewers

Employment Interviewers interview job applicants in an employment office and refer them to prospective employers for consideration. They record and evaluate various pertinent data, search application files, notify selected applicants of job openings, refer qualified applicants to prospective employers, and contact employers to verify referral results and record data (OES 215080).

Training, Experience, and Other Requirements

- Many recent hires have completed one to two years of college. Some have completed high school, and some others have completed four years of college.
- Many employers do not require prior experience.
- Promotions may lead to supervisory or management positions.
- Almost all jobs are 40 hours per week. A few jobs are 20-30 hours per week.
- Almost all employers report that computer word processing skills are important. Many report that database skills are also important. Some report that spreadsheet skills are important.

Getting the Training

Business-related certificate and degree programs range in length from one to four years. Refer to the Occupation-Training Index in the appendix of this publication for a list of schools/training providers who may offer related training.

Getting the Job

Employment Interviewers in Sonoma County are employed by personnel supply services and job training services firms. Almost all employers recruit applicants through newspaper advertisements. Many also fill openings by hiring referrals from employees and/or schools and training programs. Many also fill openings by hiring unsolicited applicants.

Wages and Fringe Benefits

New Hires/Inexp'd:	\$8.00 to \$11.50/hr	Median: \$9.00/hr
New Hires/Exp'd:	\$9.00 to \$13.50/hr	Median: \$12.00/hr
Exp'd/After 3 Years:	\$10.50 to \$17.00/hr	Median: \$14.38/hr

Almost all employers provide medical insurance and other benefits, including a paid vacation and paid sick leave. Most also provide dental insurance, life insurance, and a retirement plan. Some provide vision insurance. Some employers provide benefits for part-time employees.

Employment Information

Occupation Size: Small. There are approximately 105-130 Employment Interviewers currently employed in Sonoma County. Local surveys indicate that about 95 percent of the employment in this occupation is female.

Annual Turnover: Estimated to be low (10-19 percent).

Projected Growth: Less than 10 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be much faster than the average for all occupations through the year 2001.

Projected Separations: Less than 10 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply-Demand: Employers generally have little difficulty finding inexperienced but qualified applicants, and some difficulty finding qualified applicants with prior experience. This indicates a somewhat competitive outlook for job seekers without prior experience, and a good outlook for those who are fully experienced.

Employment Interviewers--continued

Very Important Qualifications for Job Entry

Knowledge

- Knowledge of policies and practices involved in personnel/human resource functions, including recruitment, selection, training, and promotion regulations and procedures; compensation and benefits packages; labor relations and negotiation strategies; and personnel information systems.

Abilities

- Communicate information and ideas in speaking so others will understand.
- Listen to and understand information and ideas presented through spoken words and sentences.

Physical

- Ability to sit continuously for two or more hours.

Other

- A desire to help people.
- Office skills, including knowledge of computers.
- Adaptability and a confidence-winning manner.

Sources: O'NET 98 Database (early release) & Occupational Outlook Handbook

Nationwide Job Outlook

Employment in this occupation is expected to grow much faster than the average for all occupations through the year 2005. The overwhelming majority of new jobs will be with temporary help or personnel supply firms. Job growth is not anticipated in State job service offices because of budgetary problems and the increasing use of computerized job matching and information systems. Some additional job openings will result from the need to replace interviewers whose performance does not meet their employer's requirements for placing job applicants. Other openings will stem from the need to replace experienced interviewers who transfer to other occupations, retire, or leave the labor force for other reasons. Rapid expansion of firms supplying temporary help will be responsible for much of the growth in this occupation. Businesses of all types are turning to temporary help services companies for additional workers during busy periods, for handling short-term assignments or one-time projects, for launching new programs, and to reduce costs of pay and benefits associated with hiring permanent employees.

Where to Find More Information

California Occupational Guides:
See Employment Interviewers
Occupational Outlook Handbook:
See Employment Interviewers

Financial Managers

Financial Managers plan, organize, direct, control, or coordinate the financial activities of an organization. Includes managers in banks or similar financial institutions who advise on credit and investment policy or negotiate general policy with financial or other institutions (OES 130020).

Training, Experience, and Other Requirements

- Most recent hires have completed four years of college.
- Most employers report that they always require prior experience.
- Promotions may lead to higher level management positions.
- Almost all jobs are 40 or more hours per week.
- Willingness to work weekends and overtime is important for job entry.
- Employers report that computer spreadsheet, word processing, and database/accounting software skills is important.

Wages and Fringe Benefits

Most Financial Managers earn (including commission) from \$24,000 to \$54,000 per year for new hires with experience, and from \$31,000 to \$73,000 per year for experienced managers after three years on the job.

Almost all employers provide medical insurance and other benefits, including a paid vacation and dental insurance. Most also provide paid sick leave, life insurance, and vision insurance. Many provide a retirement plan and/or profit sharing.

Getting the Training

Colleges and universities often offer undergraduate programs in business, accounting, and economics. Refer to the Occupation-Training Index or to college or university catalogs for more information.

Getting the Job

Financial Managers in Sonoma County are employed in a wide variety of industries. Most employers recruit applicants through newspaper advertisements. Some openings are filled by hiring referrals from employees and/or employment agencies. Some other openings are filled through in-house promotion or transfer.

Employment Information

Occupation Size: Very Large. There are approximately 1,110-1,355 Financial Managers currently employed in Sonoma County. About 50 percent in California are female.

Annual Turnover: Estimated to be moderate (20-29 percent).

Projected Growth: 20-25 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be the same as the average for all occupations through the year 1999.

Projected Separations: 15-20 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply-Demand: Employers generally have some difficulty finding qualified applicants with prior experience. This indicates a good outlook for qualified job seekers.

Financial Managers--continued

Very Important Qualifications for Job Entry

Basic Skills

- Ability to perform basic mathematical calculations
- English grammar and spelling skills
- Writing skills
- Verbal communication skills
- Ability to work independently
- Ability to work as part of a team
- Ability to perform routine, repetitive work

Physical Abilities

- Ability to sit continuously for 2 or more hours
- Ability to pass a pre-employment medical exam
- Ability to lift at least 10 lbs

Other Qualifications

- Attention to detail
- Problem solving skills
- Organizational and time management skills
- Ability to work under pressure
- Ability to handle crisis situations
- Record keeping skills
- Ability to plan and organize the work of others
- Supervisory skills
- Willingness to participate in drug testing

Nationwide Job Outlook

Employment of financial managers is expected to increase about as fast as the average for all occupations through the year 2005. In addition, job openings will arise each year as financial managers transfer to other occupations, start their own businesses, or retire. Similar to other managers, most financial managers who leave their jobs seek other positions in their field. Relatively few experienced workers will leave the occupation permanently each year. Many opportunities will exist for the most skilled, adaptable, and knowledgeable financial managers. Those who keep abreast of the latest financial instruments and changing regulations, and those familiar with a range of financial services and with data processing and management information systems will enjoy the best employment opportunities. Also, developing expertise in a rapidly growing industry, such as health care, may prove helpful.

Where to Find More Information

California Occupational Guides:

See Investment Analysts

Occupational Outlook Handbook:

See Financial Managers

First Line Supervisors & Managers, Clerical

Also known as Office Managers

First Line Clerical Manager/Supervisors directly supervise and coordinate activities of clerical and administrative support workers. They are generally found in smaller establishments where they perform both supervisory and management functions, such as accounting, marketing, and personnel work. Some Manager/Supervisors may also engage, in part, in the same clerical work as the workers they supervise (OES 510020).

Training, Experience, and Other Requirements

- Most recent hires have completed high school plus some college or vocational training.
- Many employers report that they always require prior supervisory or management experience.
- Promotions may lead to higher level management positions.
- Almost all jobs are 40 hours per week.
- Willingness to work overtime, weekends, part-time, and nights is important for job entry.
- Almost all employers report that computer word processing skills are important. Most also report that spreadsheet and database skills are also important.

Getting the Training

Certificate and degree programs for Office Managers and Administrative Assistants range in length from four months to two years. Refer to the Occupation-Training Index for information on the school(s) or training provider(s) who may offer related training.

Getting the Job

Clerical Supervisors and Managers in Sonoma County are employed in most industries. Almost all employers recruit applicants through newspaper advertisements. Most also fill openings by hiring referrals from employees. Some fill openings through in-house promotion and/or by hiring unsolicited applicants.

Wages and Fringe Benefits

New Hires/Inexp'd:	\$8.00 to \$9.75/hr	Median: \$9.10/hr
New Hires/Exp'd:	\$9.00 to \$15.25/hr	Median: \$10.93/hr
Exp'd/After 3 Years:	\$10.00 to \$17.50/hr	Median: \$14.38/hr

Almost all employers provide medical insurance and other benefits, including a paid vacation and dental insurance. Most also provide paid sick leave, life insurance, and a retirement plan. Some provide vision insurance.

Employment Information

Occupation Size: Very Large. There are approximately 1,875-2,290 Clerical Supervisors and Managers currently employed in Sonoma County. About 64 percent in California are female.

Annual Turnover: Estimated to be very low (less than 10 percent).

Projected Growth: 40-45 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be the same as the average for all occupations through the year 1999.

Projected Separations: 40-50 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply-Demand: Employers generally have some difficulty finding applicants who meet their hiring standards. This indicates a good outlook for qualified job seekers, particularly for those with prior experience.

First Line Supervisors & Managers, Clerical--continued

Very Important Qualifications for Job Entry

Basic Skills

- Ability to work as part of a team
- Ability to work independently
- Verbal communication skills
- English grammar and spelling skills
- Writing skills
- Ability to perform basic mathematical calculations
- Ability to perform routine, repetitive work

Physical Abilities

- Ability to sit continuously for 2 or more hours
- Ability to lift at least 10 lbs
- Ability to pass a pre-employment medical exam
- Ability to stand continuously for 2 or more hours

Other Qualifications

- Record keeping skills
- Organizational and time management skills
- Attention to detail
- Problem solving skills
- Supervisory skills
- Ability to plan and organize the work of others
- Ability to work under pressure
- Ability to handle crisis situations
- Multi-cultural familiarity
- Possess good DMV driving record
- Willingness to participate in drug testing
- Trained in CPR and first aid techniques

Nationwide Job Outlook

Employment of clerical supervisors and managers is expected to grow about as fast as the average for all occupations through the year 2005. Although growth in the demand for clerical supervisors will generate many job openings, most openings will result from the need to replace experienced supervisors who transfer to other occupations or leave the labor force. Because the occupation is so large, replacement needs will create a large number of job openings. Employment of clerical supervisors is tied somewhat to the demand for clerical workers. More clerical work will be generated as organizations and the economy grow, especially the business and service sectors. As the amount of clerical work to be done continues to increase, more managers will be needed to coordinate this rising volume of work. As office automation causes employment in some clerical occupations to slow or even decline, supervisors may have smaller staffs and perform more professional tasks. In other areas, fewer supervisors may be needed.

Where to Find More Information

California Occupational Guides:

Not Available

Occupational Outlook Handbook:

See Clerical Supervisors and Managers

Food Preparation Workers (Prep Cooks)

Food Preparation Workers perform a variety of food preparation duties, such as preparing cold foods and maintaining and cleaning kitchen work areas, equipment, and utensils. They perform simple tasks such as preparing shellfish or slicing meat. They may brew coffee, tea, or chocolate or prepare sandwiches. They work in such places as a restaurant kitchen or delicatessen (OES 650380).

Training, Experience, and Other Requirements

- Most recent hires have completed high school.
- Prior experience is often required.
- Most Prep Cooks begin as Dishwashers or Bus Persons.
- Promotions may lead to Line Cook or supervisory positions.
- Most jobs are 30-40 hours per week. Many jobs are 20-25 hours per week.
- Willingness to work part-time, weekends, nights, and overtime may be important for job entry. Willingness to participate in drug testing may also be important.

Getting the Training

Employers generally provide on-the-job training for this occupation.

Getting the Job

Most Prep Cooks in Sonoma County are employed by restaurants and delicatessens. Almost all employers recruit applicants through newspaper advertisements. Most fill openings by hiring referrals from employees. Some fill openings by hiring unsolicited applicants.

Wages and Fringe Benefits

New Hires/Inexp'd:	\$4.50 to \$6.00/hr	Median: \$5.25/hr
New Hires/Exp'd:	\$5.25 to \$6.75/hr	Median: \$6.00/hr
Exp'd/After 3 Years:	\$7.00 to \$10.00/hr	Median: \$7.88/hr

Almost all employers provide medical insurance. Most also provide dental insurance. Many provide a paid vacation. Some provide vision insurance, life insurance, paid sick leave, and a retirement plan. A few may provide benefits for part-time employees.

Employment Information

Occupation Size: Very Large. There are approximately 2,235-2,730 Prep Cooks currently employed in Sonoma County. About 33 percent in California are female.

Annual Turnover: Estimated to be low (10-19 percent).

Projected Growth: 60-70 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be faster than the average for all occupations through the year 1999.

Projected Separations: 75-95 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply-Demand: Employers generally have little difficulty finding applicants who meet their hiring standards. This indicates a somewhat competitive outlook for qualified job seekers.

Food Preparation Workers (Prep Cooks)--continued

Very Important Qualifications for Job Entry

Basic Skills

- Ability to work as part of a team
- Ability to perform routine, repetitive work
- Verbal communication skills
- Ability to work independently
- English grammar and spelling skills
- Writing skills
- Ability to perform basic mathematical calculations

Physical Abilities

- Ability to stand continuously for 2 or more hours
- Ability to lift at least 50 lbs
- Ability to sit continuously for 2 or more hours
- Ability to lift at least 100 lbs
- Ability to do strenuous, physically demanding work

Other Qualifications

- Attention to detail
- Organizational and time management skills
- Problem solving skills
- Record keeping skills
- Multi-cultural familiarity
- Supervisory skills
- Ability to work under pressure
- Ability to plan and organize the work of others
- Ability to handle crisis situations
- Trained in CPR and first aid techniques
- Possess good DMV driving record

Nationwide Job Outlook

Job openings for cooks and other kitchen workers are expected to be excellent through the year 2005. Most openings will arise from the need to replace the relatively high proportion of workers who leave this very large occupation each year. There is substantial turnover in many of these jobs because their limited requirements for formal education and training allow easy entry, and the many part-time positions are attractive to persons seeking a short-term source of income rather than a career. Many of the workers who leave these jobs transfer to other occupations, while others stop working to assume household responsibilities or to attend school full time. Workers under the age of 25 have traditionally filled a significant proportion of the lesser skilled jobs in this occupation. The pool of young workers is expected to continue to shrink through the 1990's and many employers will be forced to offer higher wages, better benefits, and more training to attract and retain workers in these jobs.

Where to Find More Information

California Occupational Guides:

See Cooks and Chefs

Occupational Outlook Handbook:

See Chefs, Cooks, and Other Kitchen Workers

Gardeners & Groundskeepers

Gardeners and Groundskeepers maintain grounds of public or private property, using hand/power tools or equipment. They may perform any combination of tasks, such as mowing, trimming, planting, watering, fertilizing, digging, raking, and sweeping. Additional duties may include minimal care and upkeep of buildings and equipment. They may plan and execute small-scale landscaping operations. They may dig and prepare graves. Does not include Groundskeepers who disseminate information to the public and enforce rules in public parks (OES 79030).

Training, Experience, and Other Requirements

- Almost all recent hires have completed high school.
- Most employers do not require prior experience.
- Promotions may lead to supervisory positions.
- Almost all jobs are 40 hours per week.
- Willingness to work overtime, temporary, part-time, and weekends is important for job entry.

Wages and Fringe Benefits

New Hires/Inexp'd:	\$5.50 to \$7.50/hr	Median: \$6.00/hr
New Hires/Exp'd:	\$6.00 to \$9.50/hr	Median: \$7.50/hr
Exp'd/After 3 Years:	\$7.50 to \$12.00/hr	Median: \$9.75/hr

Most employers provide medical insurance and a paid vacation. Many also provide paid sick leave. Some provide dental insurance, life insurance, and vision insurance.

Getting the Training

Employers generally provide on-the-job training for this occupation.

Getting the Job

Most Gardeners and Groundskeepers in Sonoma County are employed by landscaping and garden/maintenance firms, schools, and government agencies. Almost all employers fill openings by hiring referrals from employees and/or recruit applicants through newspaper advertisements.

Employment Information

Occupation Size: Very Large. There are approximately 1,015-1,240 Gardeners and Groundskeepers currently employed in Sonoma County. About 6 percent in California are female.

Annual Turnover: Estimated to be low (10-19 percent).

Projected Growth: 20-25 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be the same as the average for all occupations through the year 1999.

Projected Separations: 10-15 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply-Demand: Employers generally have little difficulty finding applicants who meet their hiring standards. This indicates a somewhat competitive outlook for qualified job seekers.

Gardeners & Groundskeepers--continued

Very Important Qualifications for Job Entry

Basic Skills

- Ability to work independently
- Ability to work as part of a team
- Ability to perform routine, repetitive work
- Verbal communication skills
- Ability to perform basic mathematical calculations
- Writing skills
- English grammar and spelling skills

Physical Abilities

- Ability to do strenuous, physically demanding work
- Ability to stand continuously for 2 or more hours
- Ability to pass a pre-employment medical exam
- Ability to lift at least 100 lbs

Other Qualifications

- Possess good DMV driving record
- Attention to detail
- Problem solving skills
- Organizational and time management skills
- Ability to work under pressure
- Ability to handle crisis situations
- Supervisory skills
- Ability to plan and organize the work of others
- Record keeping skills
- Multi-cultural familiarity
- Willingness to participate in drug testing
- Trained in CPR and first aid techniques

Nationwide Job Outlook

Employment is expected to increase faster than the average for all occupations through the year 2005. This is in response to increasing demand for gardening and landscaping services. Furthermore, a large number of job openings are expected to result from the need to replace workers who transfer to other occupations or leave the labor force. Because wages for beginners are low and the work is physically demanding, many employers have difficulty attracting enough workers to fill all openings. Expected growth in the construction of commercial and industrial buildings, shopping malls, homes, highways, and parks and recreational facilities should stimulate demand for these workers. Developers are increasingly using landscaping services to attract prospective buyers and tenants. Also, a growing number of homeowners are using lawn maintenance and landscaping services.

Where to Find More Information

California Occupational Guides:

See Gardeners and Groundskeepers

Occupational Outlook Handbook:

See Gardeners and Groundskeepers

General Office Clerks

Also known as Clerk-Typists

General Office Clerks perform a wide variety of tasks. Clerical duties may be assigned in accordance with the office procedures of individual establishments and may include a combination of bookkeeping, typing, stenography, office machine operation, and filing. Does not include workers whose duties are narrowly defined (OES 553470).

Training, Experience, and Other Requirements

- Most recent hires have completed high school plus some college or vocational training.
- Prior experience is often required.
- Some positions are filled by promoting from other clerical positions.
- Promotions may lead to higher level clerical or bookkeeping positions.
- Most jobs are 40 hours per week. Some jobs are part-time or on-call, 20-25 hours per week.

Wages and Fringe Benefits

New Hires/Inexp'd:	\$7.00 to \$8.50/hr	Median: \$8.48/hr
New Hires/Exp'd:	\$7.75 to \$12.75/hr	Median: \$9.84/hr
Exp'd/After 3 Years:	\$8.50 to \$15.00/hr	Median: \$11.60/hr

Almost all employers provide medical insurance and other benefits, including dental insurance, a paid vacation, paid sick leave, life insurance, and a retirement plan. Most also provide vision insurance. Some provide child care. Many provide benefits for part-time employees.

Getting the Training

Certificate programs range in length from six to twelve months. On-the-job training may also be available. Refer to the Occupation-Training Index for information on the school(s) or training provider(s) who may offer related training.

Getting the Job

Employers in all industries in Sonoma County employ General Office Clerks, with about 25 percent of the jobs found in the education and government sectors. Almost all employers recruit applicants through newspaper advertisements. Some fill openings through in-house promotion. Some may also fill openings by hiring referrals from employment and training agencies and/or employees.

Employment Information

Occupation Size: Very Large. There are approximately 4,230-5,170 General Office Clerks currently employed in Sonoma County. About 81 percent in California are female.

Annual Turnover: Estimated to be very low (less than 10 percent).

Projected Growth: 85-105 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be the same as the average for all occupations through the year 1999.

Projected Separations: 75-90 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply-Demand: Employers generally have little difficulty finding applicants who meet their hiring standards. This indicates a somewhat competitive outlook for qualified job seekers.

General Office Clerks--continued

Very Important Qualifications for Job Entry

Basic Skills

- English grammar and spelling skills
- Ability to work as part of a team
- Verbal communication skills
- Writing skills
- Ability to perform basic mathematical calculations
- Ability to perform routine, repetitive work

Physical Abilities

- Ability to sit continuously for 2 or more hours
- Ability to pass a pre-employment medical exam
- Ability to lift at least 10 lbs

Other Qualifications

- Attention to detail
- Record keeping skills
- Problem solving skills
- Ability to work under pressure
- Organizational and time management skills
- Multi-cultural familiarity
- Receptionist skills

Nationwide Job Outlook

Job opportunities should be quite favorable. The large size and high turnover of this occupation should produce a significant number of job openings. Job seekers who have typing and other secretarial skills, basic computer skills, and knowledge of office machine operation, such as fax machines and copiers, should have the best opportunities. General office clerks should find many opportunities for part-time or temporary work, especially during peak business periods. General office clerks find work in virtually every kind of industry. Employment, therefore, is not dependent on the fortunes of any single sector of the economy. Employment is expected to grow about as fast as the average for all occupations through the year 2005. This is small businesses increasingly place a single office worker in charge of all clerical work.

Where to Find More Information

California Occupational Guides:

See Clerks, General Office

Occupational Outlook Handbook:

See General Office Clerks

Guards & Watch Guards (Security Officers)

Guards and Watch Guards stand guard at entrance gates or walk about premises of business or industrial establishments or private residences to prevent theft, violence, or infractions of rules. They guard property against fire, theft, vandalism, and illegal entry. They direct patrons or employees, answer questions relative to services of establishments, and control traffic to and from buildings or grounds (OES 630470).

Training, Experience, and Other Requirements

- Almost all recent hires have completed high school.
- Most employers do not require prior experience although, once hired, registration with the State Department of Consumer Affairs is required.
- Promotions may lead to supervisory positions.
- Most jobs are 40 hours per week. Some jobs are 25-30 hours per week.
- Willingness to work weekends, nights, part-time, on-call, and overtime is important for job entry.
- Some employers report that computer skills are becoming increasingly important.

Getting the Training

No local training programs were identified, although employers often provide on-the-job training.

Getting the Job

Most Security Officers in Sonoma County are employed by private security firms. Almost all employers fill openings by hiring referrals from employees and/or recruit applicants through newspaper advertisements.

Wages and Fringe Benefits

New Hires/Inexp'd:	\$5.00 to \$7.00/hr	Median: \$6.00/hr
New Hires/Exp'd:	\$5.25 to \$10.00/hr	Median: \$7.00/hr
Exp'd/After 3 Years:	\$6.50 to \$12.25/hr	Median: \$9.00/hr

Most employers provide medical insurance and other benefits, including dental insurance, vision insurance, and a paid vacation. Many also provide life insurance and paid sick leave. Some provide a retirement plan. Some employers may also provide benefits for part-time employees.

Employment Information

Occupation Size: Large. There are approximately 875-1,070 Security Officers currently employed in Sonoma County. About 16 percent in California are female.

Annual Turnover: Estimated to be low (10-19 percent).

Projected Growth: 20-25 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be faster than the average for all occupations through the year 1999.

Projected Separations: 15-20 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply-Demand: Employers generally have little difficulty finding inexperienced but qualified applicants, and some difficulty finding qualified applicants with prior experience. This indicates a somewhat competitive outlook for job seekers without prior experience, and a good outlook for those who are fully experienced.

Guards & Watch Guards (Security Officers)--continued

Very Important Qualifications for Job Entry

Basic Skills

- Verbal communication skills
- Ability to work as part of a team
- Writing skills
- Ability to work independently
- English grammar and spelling skills
- Ability to perform routine, repetitive work

Physical Abilities

- Ability to stand continuously for 2 or more hours
- Ability to sit continuously for 2 or more hours
- Ability to pass a pre-employment medical exam
- Ability to do strenuous, physically demanding work
- Ability to lift at least 100 lbs

Other Qualifications

- Ability to handle crisis situations
- Willingness to participate in drug testing
- Attention to detail
- Ability to work under pressure
- Possess good DMV driving record
- Problem solving skills
- Organizational and time management skills
- Trained in CPR and first aid techniques
- Supervisory skills
- Record keeping skills
- Ability to plan and organize the work of others

Nationwide Job Outlook

Employment of guards is expected to grow much faster than the average for all occupations through the year 2005. Increased concern about crime, vandalism, and terrorism will heighten the need for security in and around plants, stores, offices, and recreation areas. The level of business investment in increasingly expensive plants and equipment is expected to rise. This will result in growth in the number of guard jobs. Demand for guards will also grow as private security firms increasingly perform duties formerly handled by government police officers and marshals (such as monitoring crowds at airports and providing security in courts). Because engaging the services of a security guard firm is easier and less costly than assuming direct responsibility for hiring, training, and managing a security guard force, job growth is expected to be concentrated among contract security guard agencies. High turnover and this occupation's large size ranks it among those providing the greatest number of job openings in the entire economy.

Where to Find More Information

California Occupational Guides:

See Security Guards

Occupational Outlook Handbook:

See Guards

Hazardous Materials Technicians

Hazardous Materials Technicians apply their knowledge of chemistry, physical science and hazardous materials in taking water and soil samples or in performing some combination of: collecting, handling, storing, transporting, recycling, disposing, safety, or sales related work dealing with hazardous materials. They may also be called Haz-Mat Specialist, Haz-Mat Technician, Field Technician, Environmental Technician, or Technician.

Training, Experience, and Other Requirements

- Most recent hires have completed four years of college.
- Prior experience is often required.
- Promotions may lead to supervisory positions.
- Almost all jobs are 40 hours per week. Some jobs are part-time or on-call, 20-30 hours per week.
- Willingness to work overtime may be important for job entry. Willingness to participate in drug testing may also be important.

Wages and Fringe Benefits

New Hires/Inexp'd:	\$6.50 to \$12.00/hr	Median: \$8.72/hr
New Hires/Exp'd:	\$9.00 to \$15.00/hr	Median: \$12.50/hr
Exp'd/After 3 Years:	\$12.50 to \$18.00/hr	Median: \$14.63/hr

Almost all employers provide medical insurance and other benefits, including a paid vacation and paid sick leave. Most also provide life insurance, dental insurance, and a retirement plan. Some provide vision insurance. A few may provide benefits for part-time employees.

Getting the Training

Certificate and degree programs in Hazardous Materials/Environmental Technology are provided by several Community Colleges in Northern California. Refer to the Occupation-Training Index for information on the school(s) or training provider(s) who may offer related training.

Getting the Job

Employment of Hazardous Materials Technicians can be found in a variety of industries throughout California: government (city, county, state and fire), waste management firms, consulting services/firms (engineering, geology and biological science), pest control firms, wholesalers of chemical and petroleum products, manufacturers (various), and utility companies. Almost all employers recruit applicants through newspaper advertisements. Many fill openings by hiring referrals from employees. Some fill openings by hiring unsolicited applicants and/or by hiring referrals from schools and employment and training agencies.

Employment Information

Occupation Size: Small. There are approximately 170-210 Hazardous Materials Technicians currently employed in Sonoma County. About 34 percent in California are female.

Annual Turnover: Estimated to be low (10-19 percent).

Projected Growth: Less than 10 projected job openings per year due to a net increase in occupation size. (Insufficient data to project a growth rate.)

Projected Separations: Less than 10 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply-Demand: Employers generally have no difficulty finding inexperienced but qualified applicants, and little difficulty finding qualified applicants with prior experience. This indicates a very competitive outlook for job seekers without prior experience, and a somewhat competitive outlook for those who are fully experienced.

Hazardous Materials Technicians--continued

Very Important Qualifications for Job Entry

Basic Skills

- Ability to work as part of a team
- Ability to perform basic mathematical calculations
- Verbal communication skills
- English grammar and spelling skills
- Ability to work independently
- Ability to perform routine, repetitive work

Physical Abilities

- Ability to lift at least 10 lbs
- Ability to pass a pre-employment medical exam

Other Qualifications

- Attention to detail
- Record keeping skills
- Ability to work under pressure
- Organizational and time management skills
- Problem solving skills
- Possess good DMV driving record
- Ability to handle crisis situations

Nationwide Job Outlook

Employment of science-related technicians is expected to increase about as fast as the average for all occupations through the year 2005. Continued growth of scientific research and development and the production of technical products should spur demand for all science-related technicians. Advances in biotechnology will increase the need for biological technicians in particular. Job growth will be moderated somewhat by an expected slowdown in overall employment growth in the chemical industry, where many chemical technicians are employed. Most job openings will arise from the need to replace technicians who retire or leave the labor force for other reasons. Nevertheless, job opportunities are expected to be very good for graduates of science technician training programs who are well-trained on the equipment currently in use. Employers are seeking well trained individuals with highly developed technical and communication skills.

Where to Find More Information

California Occupational Guides:

See Hazardous Waste Technicians

Occupational Outlook Handbook:

See Science Technicians; See also Inspectors and Compliance Officers

Heating, Air Conditioning & Refrigeration Mechanics

Heating, Air Conditioning, and Refrigeration Mechanics and Installers install and repair heating, air conditioning, and refrigeration systems. Their duties may include installation and repair of oil burners, hot-air furnaces, heating stoves, and similar equipment in homes and commercial establishments using hand and pipe threading tools. They may also install and repair cooling and central air conditioning systems. Does not include workers who do only plumbing and pipefitting work (OES 859020).

Also known as HVAC (Heating, Ventilation and Air Conditioning) Service Technicians

Training, Experience, and Other Requirements

- Of the employers surveyed, all report that recent hires have completed high school plus vocational or apprenticeship training.
- Almost all employers require prior experience.
- Promotions may lead to supervisory positions.
- Almost all jobs are 40 hours per week.
- Some employers report that computer skills are becoming increasingly important.

Wages and Fringe Benefits

New Hires/Inexp'd:	\$6.50 to \$12.00/hr	Median: \$8.00/hr
New Hires/Exp'd:	\$10.00 to \$20.00/hr	Median: \$15.00/hr
Exp'd/After 3 Years:	\$17.00 to \$28.00/hr	Median: \$21.25/hr

Almost all employers provide medical insurance. Most also provide a paid vacation and dental insurance. Many provide a retirement plan, vision insurance, and life insurance. Some provide paid sick leave.

Getting the Training

Certificate and degree programs range in length from six months to two years and do not necessarily eliminate the need for apprenticeship training.

Getting the Job

HVAC Service Technicians in Sonoma County are employed by plumbing, heating, air conditioning, and refrigeration firms. Some employers are union. Almost all employers recruit applicants through newspaper advertisements. Most also hire referrals from employees. Some hire unsolicited applicants and/or referrals from the Employment Development Department.

Employment Information

Occupation Size: Small. There are approximately 175-215 HVAC Service Technicians currently employed in Sonoma County. About 1 percent in California are female.

Annual Turnover: Estimated to be low (10-19 percent).

Projected Growth: Less than 10 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be faster than the average for all occupations through the year 2001.

Projected Separations: Less than 10 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply-Demand: Employers generally have little difficulty finding inexperienced but qualified applicants, and some difficulty finding qualified applicants with prior experience. This indicates a somewhat competitive outlook for job seekers without prior experience, and a good outlook for those who are fully experienced.

Heating, Air Conditioning & Refrigeration Mechanics--continued

Very Important Qualifications for Job Entry

Knowledge

- Knowledge of machines and tools, including their designs, uses, benefits, repair, and maintenance.

Skills

- Installing equipment, machines, wiring, or programs to meet specifications.
- Determining what is causing an operating error and deciding what to do about it.

Physical

- Ability to stand continuously for two or more hours.
- Ability to kneel, stoop, crouch, or crawl for extended periods of time.

Other

- Completion of courses in shop math, mechanical drawing, blueprint reading, and electronics.
- Customer service skills--being courteous and tactful, especially when dealing with aggravated customers.

Source: O'NET 98 Database (early release) & Occupational Outlook Handbook

Nationwide Job Outlook

Job prospects for highly skilled air-conditioning, heating, and refrigeration technicians are expected to be very good, particularly those with technical school or formal apprenticeship training to install, remodel, and service new and existing systems. In addition to job openings created by rapid employment growth, thousands of openings will result from the need to replace workers who transfer to other occupations or leave the labor force. Employment of heating, air-conditioning, and refrigeration technicians is expected to increase faster than the average for all occupations through the year 2005. As the population and economy grow, so does the demand for new residential, commercial, and industrial climate control systems. Technicians who specialize in installation work may experience periods of unemployment when the level of new construction activity declines, but maintenance and repair work usually remains relatively stable. People and businesses depend on their climate control systems and must keep them in good working order, regardless of economic conditions.

Where to Find More Information

California Occupational Guides:

See Heating, Air-Conditioning and Refrigeration Mechanics

Occupational Outlook Handbook:

See Heating, Air Conditioning and Refrigeration Technicians

Home Health Care Workers (Aides)

Home Health Care Workers care for elderly, convalescent, or handicapped persons in the homes of their patients. They perform duties for patients such as changing bed linen, preparing meals, assisting in and out of bed, bathing, dressing, grooming, and assisting with medications that are self-administered. Includes Certified Home Health Aides, Certified Nurse Assistants caring for patients in their homes, and uncertified Home Health Aides (OES 660110).

Training, Experience, and Other Requirements

- Most recent hires have completed high school plus some college or vocational training.
- Prior experience is often required as is certification as a Home Health Aide or Nursing Assistant (CNA).
- With additional education or training, promotions may lead to other healthcare positions such as Licensed Vocational Nurse (LVN).
- Many jobs are 20 hours per week. Many other jobs are 35-40 hours per week. Some jobs are on-call, 10-30 hours per week.
- Willingness to work weekends may be important for job entry.

Wages and Fringe Benefits

New Hires/Inexp'd:	\$5.75 to \$9.50/hr	Median: \$8.00/hr
New Hires/Exp'd:	\$7.00 to \$14.00/hr	Median: \$9.37/hr
Exp'd/After 3 Years:	\$8.00 to \$16.00/hr	Median: \$11.33/hr

Almost all employers provide medical insurance. Most also provide dental insurance, a paid vacation, and paid sick leave. Many provide life insurance and a retirement plan. Some provide vision insurance. Some may also provide benefits for part-time employees.

Getting the Training

Certificate programs range in length from one to four months. On-the-job training may also be available. Refer to the Occupation-Training Index for information on the school(s) or training provider(s) who may offer related training.

Getting the Job

Most Home Health Aides in Sonoma County are employed by residential care services and home health care services. Almost all employers recruit applicants through newspaper advertisements. Some fill openings by hiring referrals from employees and/or through in-house promotion or transfer.

Employment Information

Occupation Size: Large. There are approximately 670-820 Home Health Aides currently employed in Sonoma County. About 82 percent in California are female.

Annual Turnover: Estimated to be moderate (20-29 percent).

Projected Growth: 20-25 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be faster than the average for all occupations through the year 1999.

Projected Separations: Less than 10 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply-Demand: Employers generally have little difficulty finding applicants who meet their hiring standards. This indicates a somewhat competitive outlook for qualified job seekers.

Home Health Care Workers (Aides)--continued

Very Important Qualifications for Job Entry

Basic Skills

- Verbal communication skills
- Ability to work as part of a team
- Ability to work independently
- Ability to perform routine, repetitive work
- English grammar and spelling skills

Physical Abilities

- Ability to lift at least 10 lbs
- Ability to pass a pre-employment medical exam

Other Qualifications

- Possess good DMV driving record
- Ability to handle crisis situations
- Trained in CPR and first aid techniques
- Attention to detail
- Willingness to use own reliable and insured vehicle
- Record keeping skills
- Problem solving skills
- Ability to work under pressure
- Organizational and time management skills

Nationwide Job Outlook

A large number of job openings is expected for home health aides, due to very rapid growth and very high turnover. This occupation is expected to be one of the fastest growing occupations through the year 2005. The number of people in their seventies and beyond is projected to rise substantially. This age group is characterized by mounting health problems that require in-home assistance. Also, there will be an increasing reliance on home care for patients of all ages. This trend reflects several developments: Efforts to contain costs by moving patients out of hospitals and nursing facilities as quickly as possible; the realization that treatment can be more effective in familiar surroundings rather than clinical surroundings; and the development of portable medical equipment for in-home treatment. In addition to jobs created by the increase in demand for these workers, replacement needs are expected to produce numerous openings due to high turnover. Job opportunities should be excellent, particularly for those with experience or training as home health aides or nursing aides.

Where to Find More Information

California Occupational Guides:

See Home Health Aides

Occupational Outlook Handbook:

See Homemaker-Home Health Aides

Human Service Workers

Human Service Workers assist Social Group Workers and Caseworkers with developing, organizing, and conducting programs to prevent and resolve problems relevant to substance abuse and human relationships. They provide services to families and clients where the nature of the problem, or relationships involved, is less complex or serious by helping them obtain information on the use of social and community related services. They may also recommend additional services. Does not include Residential Counselors and Psychiatric Technicians (OES 273080).

Training, Experience, and Other Requirements

- Most recent hires have completed two to four years of college.
- Some employers report that they always require prior experience.
- Promotions may lead to a wide variety of positions in the social services field, depending on the organization and the individual's education and experience.
- Most jobs are 40 hours per week. Some jobs are 20-25 hours per week.
- Willingness to work overtime, nights, weekends, part-time, and on-call is important for job entry.
- Many employers report that computer word processing skills are important.

Getting the Training

Colleges and universities often offer programs in human services and social work. Refer to the Occupation-Training Index or to college or university catalogs for more information.

Getting the Job

Most Human Service Workers in Sonoma County are employed in job training and vocational rehabilitation services, individual and family social services, residential care facilities, and other social service agencies. Almost all employers recruit applicants through newspaper advertisements and/or fill openings by hiring referrals from employees. Most also fill openings through in-house promotion or transfer. Many fill openings by hiring unsolicited applicants and/or by hiring referrals from schools or training programs.

Wages and Fringe Benefits

New Hires/Inexp'd:	\$5.75 to \$10.50/hr	Median: \$8.03/hr
New Hires/Exp'd:	\$6.50 to \$12.00/hr	Median: \$9.58/hr
Exp'd/After 3 Years:	\$8.00 to \$14.00/hr	Median: \$10.50/hr

Almost all employers provide medical insurance and other benefits, including dental insurance, paid sick leave, and a paid vacation. Most also provide a retirement plan. Some provide vision insurance and life insurance. Some employers may also provide benefits for part-time employees.

Employment Information

Occupation Size: Large. There are approximately 700-800 Human Service Workers currently employed in Sonoma County. About 63 percent in California are female.

Annual Turnover: Estimated to be moderate (20-29 percent).

Projected Growth: 10-15 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be much faster than the average for all occupations through the year 1999.

Projected Separations: Less than 10 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply-Demand: Employers generally have little difficulty finding inexperienced but qualified applicants, and some difficulty finding qualified applicants with prior experience. This indicates a somewhat competitive outlook for job seekers without prior experience, and a good outlook for those who are fully experienced.

Human Service Workers--continued

Very Important Qualifications for Job Entry

Basic Skills

- Verbal communication skills
- Ability to work as part of a team
- Writing skills
- Ability to work independently
- English grammar and spelling skills
- Ability to perform routine, repetitive work
- Ability to perform basic mathematical calculations

Physical Abilities

- Ability to pass a pre-employment medical exam
- Ability to lift at least 10 lbs
- Ability to sit continuously for 2 or more hours
- Ability to stand continuously for 2 or more hours

Other Qualifications

- Problem solving skills
- Attention to detail
- Record keeping skills
- Organizational and time management skills
- Ability to work under pressure
- Ability to handle crisis situations
- Possess good DMV driving record
- Ability to plan and organize the work of others
- Multi-cultural familiarity
- Trained in CPR and first aid techniques
- Supervisory skills
- Willingness to participate in drug testing

Nationwide Job Outlook

Opportunities for human services workers are expected to be excellent for qualified applicants. The number of human services workers is projected to more than double between 1992 and the year 2005. This makes it one of the most rapidly growing occupations. Also, the need to replace workers who retire or stop working for other reasons will create additional job opportunities. However, these jobs are not attractive to everyone because the work can be emotionally draining and most offer relatively poor pay. Therefore, qualified applicants should have little difficulty finding employment. Opportunities are expected to be best in job training programs, residential settings, and private social service agencies. The later includes such services as adult daycare and meal delivery programs. Demand for these services will expand with the growing number of older people who are more likely to need services. In addition, human services workers will continue to be needed to provide services to the mentally impaired and developmentally disabled, those with substance abuse problems, and a wide variety of others. Faced with rapid growth in the demand for services, but slower growth in resources to provide the services, employers are expected to rely increasingly on human services workers rather than other occupations that command higher pay.

Where to Find More Information

California Occupational Guides:

See Social Workers

Occupational Outlook Handbook:

See Human Services Workers

Janitors & Cleaners

Janitors and Cleaners, except Maids and Housekeeping Cleaners, keep buildings in clean and orderly condition. They may perform heavy cleaning duties, such as operating motor-driven cleaning equipment, mopping floors, washing walls and glass, and removing rubbish. They may have additional duties and responsibilities, such as tending furnace and boiler, performing routine maintenance activities, notifying management of need for repairs and additions, and cleaning snow or debris from sidewalks (OES 670050).

Also known as Maintenance Workers and Custodians

Training, Experience, and Other Requirements

- Almost all recent hires have completed high school.
- Most employers do not require prior experience.
- Promotions may lead to supervisory positions.
- Almost all jobs are 40 hours per week. Some (non-union) jobs are 15-25 hours per week.
- Willingness to work weekends, nights, part-time, on-call, overtime, and temporary is important for job entry.
- Many employers report that a knowledge of cleaning chemicals is important.

Getting the Training

Employers generally provide on-the-job training for this occupation.

Getting the Job

Most Custodians in Sonoma County are employed by schools and janitorial/maintenance companies. Most employers fill openings by hiring referrals from employees and/or recruit applicants through newspaper advertisements. Many also fill openings through in-house promotion. Some fill openings by hiring unsolicited applicants and/or by hiring referrals from employment agencies.

Wages and Fringe Benefits

NON-UNION:

New Hires/Inexp'd:	\$5.00 to \$7.50/hr	Median: \$5.50/hr
New Hires/Exp'd:	\$5.00 to \$9.00/hr	Median: \$6.50/hr
Exp'd/After 3 Years:	\$6.25 to \$10.00/hr	Median: \$8.00/hr

UNION:

New Hires/Inexp'd:	\$6.75 to \$11.25/hr	Median: \$9.98/hr
New Hires/Exp'd:	\$6.75 to \$11.75/hr	Median: \$10.50/hr
Exp'd/After 3 Years:	\$10.25 to \$12.25/hr	Median: \$11.57/hr

Almost all employers provide medical insurance and a paid vacation. Most also provide dental insurance, paid sick leave, and life insurance. Many provide a retirement plan and vision insurance. Some employers may also provide benefits for part-time employees.

Employment Information

Occupation Size: Very Large. There are approximately 1,815-2,220 Custodians currently employed in Sonoma County. About 26 percent in California are female.

Annual Turnover: Estimated to be low (10-19 percent).

Projected Growth: 20-30 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be slower than the average for all occupations through the year 1999.

Projected Separations: 35-45 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply-Demand: Employers generally have little difficulty finding applicants who meet their hiring standards. This indicates a somewhat competitive outlook for qualified job seekers.

Janitors & Cleaners--continued

Very Important Qualifications for Job Entry

Basic Skills

- Ability to work independently
- Ability to work as part of a team
- Ability to perform routine, repetitive work
- Verbal communication skills
- English grammar and spelling skills
- Writing skills
- Ability to perform basic mathematical calculations

Physical Abilities

- Ability to stand continuously for 2 or more hours
- Ability to do strenuous, physically demanding work
- Ability to lift at least 50 lbs
- Ability to pass a pre-employment medical exam

Other Qualifications

- Attention to detail
- Organizational and time management skills
- Problem solving skills
- Ability to handle crisis situations
- Possess good DMV driving record
- Willingness to participate in drug testing
- Supervisory skills
- Multi-cultural familiarity
- Record keeping skills
- Ability to plan and organize the work of others
- Trained in CPR and first aid techniques

Nationwide Job Outlook

Employment of janitors and cleaners and cleaning supervisors is expected to grow about as fast as the average for all occupations through the year 2005 as the number of office buildings, apartment houses, schools, factories, hospitals, and other buildings increases. The need to replace workers who transfer to other occupations or leave the labor force will create most job openings. The occupation of janitors and cleaners is easy to enter since there are few requirements for formal education and training, turnover is high, and part-time and temporary jobs are plentiful. New technology is expected to have little effect on the future employment of janitors and cleaners. Robots now under development are limited to performing a single cleaning task and may not be usable in many places, particularly cluttered areas such as hotel and hospital rooms.

Where to Find More Information

California Occupational Guides:

See Janitors and Cleaners

Occupational Outlook Handbook:

See Janitors and Cleaners and Cleaning Supervisors

Legal Secretaries

Legal Secretaries prepare legal papers and correspondence of a legal nature, such as summonses, complaints, motions, and subpoenas. They must be familiar with legal terminology, procedures and documents, as well as legal research, and may review law journals and other legal publications to identify court decisions pertinent to pending cases and submit articles to company officials (OES 551020).

Training, Experience, and Other Requirements

- Almost all recent hires have completed one to two years of college or vocational training.
- Prior experience is often required.
- Some employers report that adequate English grammar skills are in short supply.
- Keyboard/typing speed requirements range from 60-100 words per minute.
- Promotions may lead to supervisory or Paralegal positions.
- Almost all jobs are 38-40 hours per week.

Getting the Training

Certificate and degree programs range in length from one to two years. Some on-the-job training may also be available. Refer to the Occupation-Training Index for information on the school(s) or training provider(s) who may offer related training.

Getting the Job

Almost all Legal Secretaries in Sonoma County are employed by law offices. Almost all employers recruit applicants through newspaper advertisements. Many fill openings by hiring referrals from employees and/or schools and training programs.

Wages and Fringe Benefits

New Hires/Inexp'd:	\$8.00 to \$15.00/hr	Median: \$11.63/hr
New Hires/Exp'd:	\$11.00 to \$15.00/hr	Median: \$13.29/hr
Exp'd/After 3 Years:	\$13.25 to \$19.00/hr	Median: \$16.61/hr

Almost all employers provide medical insurance and other benefits, including a paid vacation, paid sick leave, and dental insurance. Most also provide life insurance and a retirement plan. Some provide vision insurance.

Employment Information

Occupation Size: Medium. There are approximately 270-330 Legal Secretaries currently employed in Sonoma County. About 98 percent in California are female.

Annual Turnover: Estimated to be low (10-19 percent).

Projected Growth: Less than 10 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be faster than the average for all occupations through the year 1999.

Projected Separations: Less than 10 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply-Demand: Employers generally have little difficulty finding applicants who meet their hiring standards. This indicates a somewhat competitive outlook for qualified job seekers.

Legal Secretaries--continued

Very Important Qualifications for Job Entry

Basic Skills

- English grammar and spelling skills
- Ability to work as part of a team
- Verbal communication skills
- Ability to work independently
- Writing skills

Physical Abilities

- Ability to sit continuously for 2 or more hours

Other Qualifications

- Attention to detail
- Ability to work under pressure
- Working knowledge of legal terminology
- Organizational and time management skills
- Transcription skills
- Record keeping skills
- Problem solving skills
- Ability to handle crisis situations

Nationwide Job Outlook

Employment of secretaries is expected to grow more slowly than the average for all occupations through the year 2005. Nevertheless, employment opportunities should be quite plentiful, especially for well-qualified and experienced secretaries, who, according to many employers, are in short supply. The very large size of the occupation, coupled with moderate turnover, generates several hundred thousand secretarial positions each year as experienced workers transfer to other occupations or leave the labor force. Also, demand for secretaries will rise as the economy grows and as more workers are employed in offices. The trend toward secretaries assuming more responsibilities traditionally reserved for managers and professionals should also stimulate demand. Nevertheless, large firms are experimenting with different methods of staffing their administrative support operations. In some cases, traditional secretarial duties are assigned to workers in other units or departments. In some law offices, for example, paralegals are taking over some tasks formerly done by secretaries.

Where to Find More Information

California Occupational Guides:

See Legal Secretaries

Occupational Outlook Handbook:

See Secretaries

Licensed Vocational Nurses

Licensed Vocational Nurses care for ill, injured, convalescent, and handicapped persons in hospitals, clinics, private homes, sanitariums, and similar institutions (OES 325050).

Also known as LVNs and Charge Nurses

Training, Experience, and Other Requirements

- Licensing is required for this occupation; contact the State Board of Vocational Nursing for information.
- Most recent hires have completed one to two years of college or vocational training.
- Prior experience is often required.
- With additional education, promotions may lead to Registered Nurse.
- Most jobs are part-time or on-call, ranging from 8-28 hours per week. Many jobs are 40 hours per week.

Wages and Fringe Benefits

New Hires/Inexp'd:	\$12.50 to \$15.00/hr	Median: \$13.00/hr
New Hires/Exp'd:	\$12.50 to \$15.00/hr	Median: \$13.50/hr
Exp'd/After 3 Years:	\$14.00 to \$18.00/hr	Median: \$15.58/hr

Almost all employers provide medical insurance and other benefits, including a paid vacation, paid sick leave, and dental insurance. Most also provide a retirement plan. Many provide life insurance. Some provide vision insurance. Some may also provide benefits for part-time employees.

Getting the Training

Certificate programs range in length from one to two years. Refer to the Occupation-Training Index for information on the school(s) or training provider(s) who may offer related training.

Getting the Job

Most Licensed Vocational Nurses in Sonoma County are employed by hospitals and skilled nursing facilities. Almost all employers recruit applicants through newspaper advertisements. Many also fill openings by hiring referrals from employees.

Employment Information

Occupation Size: Large. There are approximately 600-735 Licensed Vocational Nurses currently employed in Sonoma County. About 88 percent in California are female.

Annual Turnover: Estimated to be low (10-19 percent).

Projected Growth: 10-15 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be slower than the average for all occupations through the year 1999.

Projected Separations: 10-15 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply-Demand: Employers generally have little difficulty finding applicants who meet their hiring standards. This indicates a somewhat competitive outlook for qualified job seekers.

Licensed Vocational Nurses--continued

Very Important Qualifications for Job Entry

Basic Skills

- Verbal communication skills
- Ability to work as part of a team
- Ability to work independently
- English grammar and spelling skills
- Writing skills
- Ability to perform basic mathematical calculations

Physical Abilities

- Ability to lift at least 10 lbs
- Ability to stand continuously for 2 or more hours
- Ability to pass a pre-employment medical exam

Other Qualifications

- Ability to work under pressure
- Attention to detail
- Organizational and time management skills
- Ability to handle crisis situations
- Trained in CPR and first aid techniques
- Record keeping skills
- Problem solving skills
- Multi-cultural familiarity

Nationwide Job Outlook

Employment is expected to increase faster than the average for all occupations through the year 2005, in response to the long-term care needs of a rapidly growing population of seniors and to the general growth of health care. Job prospects are expected to be excellent, as employment grows much faster than it has in the past. Because of this growth, the number of new graduates needed will be well above the number graduated in recent years. As in most other occupations, replacement needs will be the main source of job openings. Nursing homes will offer the most new jobs as the number of aged and disabled persons in need of long-term care rises rapidly. Very rapid growth is also expected in such residential care facilities as board and care homes, old age homes, and group homes for the mentally retarded, as well as in home health care services. Employment is projected to grow very rapidly in physicians' offices and clinics, including health maintenance organizations.

Where to Find More Information

California Occupational Guides:

See Licensed Vocational Nurses

Occupational Outlook Handbook:

See Licensed Practical Nurses

Maintenance Repairers

Also known as Building Maintenance Workers

Maintenance Repairers perform work involving two or more maintenance skills to keep the machines, mechanical equipment and/or structure of an establishment in repair. This occupation is generally found in a small establishment where specialization in maintenance work is impractical. Their duties may involve pipefitting, boilermaking, insulating, welding, machining, machine and equipment repairing, carpentry, and electrical work (OES 851320).

Training, Experience, and Other Requirements

- Almost all recent hires have completed high school.
- Prior experience is often required.
- Applicants with the best electrical, plumbing, and carpentry skills are generally the most employable.
- Promotions may lead to supervisory positions.
- Almost all jobs are 40 hours per week.
- Willingness to participate in drug testing may be important.

Getting the Training

While most Building Maintenance Workers have traditionally acquired their skills through on-the-job training, courses in carpentry, plumbing, and electrical work are also helpful. Refer to the Occupation-Training Index for information on the school(s) or training provider(s) who may offer related training.

Getting the Job

Most Building Maintenance Workers in Sonoma County are employed in a wide variety of industries, including schools and government agencies, property and real estate management companies, and lodging facilities. Almost all employers recruit applicants through newspaper advertisements. Most fill openings by hiring referrals from employees. Some fill openings through in-house promotion.

Wages and Fringe Benefits

New Hires/Inexp'd:	\$6.00 to \$11.25/hr	Median: \$8.72/hr
New Hires/Exp'd:	\$7.50 to \$15.50/hr	Median: \$9.48/hr
Exp'd/After 3 Years:	\$9.25 to \$20.00/hr	Median: \$12.73/hr

Almost all employers provide medical insurance and other benefits, including dental insurance, a paid vacation, paid sick leave, a retirement plan, life insurance, and vision insurance.

Employment Information

Occupation Size: Very Large. There are approximately 1,490-1,825 Building Maintenance Workers currently employed in Sonoma County. About 5 percent in California are female.

Annual Turnover: Estimated to be very low (less than 10 percent).

Projected Growth: 35-40 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be faster than the average for all occupations through the year 1999.

Projected Separations: 25-30 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply-Demand: Employers generally have little difficulty finding applicants who meet their hiring standards. This indicates a somewhat competitive outlook for qualified job seekers.

Maintenance Repairers--continued

Very Important Qualifications for Job Entry

Basic Skills

- Ability to work independently
- Ability to work as part of a team
- Verbal communication skills
- Ability to perform routine, repetitive work
- English grammar and spelling skills
- Ability to perform basic mathematical calculations
- Writing skills

Physical Abilities

- Ability to do strenuous, physically demanding work
- Ability to lift at least 50 lbs
- Ability to stand continuously for 2 or more hours
- Ability to lift at least 100 lbs
- Ability to sit continuously for 2 or more hours
- Ability to pass a pre-employment medical exam

Other Qualifications

- Attention to detail
- Problem solving skills
- Possess good DMV driving record
- Ability to work under pressure
- Ability to handle crisis situations
- Supervisory skills
- Organizational and time management skills
- Record keeping skills
- Ability to plan and organize the work of others
- Trained in CPR and first aid techniques
- Multi-cultural familiarity

Nationwide Job Outlook

Job opportunities should be plentiful through the year 2005. Employment is related to the number of buildings and amount of equipment needing maintenance and repair. Employment growth is expected to be faster than the average for all occupations through the year 2005. This will occur as the number of office and apartment buildings, stores, schools, hospitals, hotels, and factories increases. Although the pace of construction of these facilities is expected to be slower than in the past, many opportunities arise because this is a large occupation with significant turnover, and many replacements are needed for those who leave the occupation. General maintenance mechanics who work in manufacturing industries may be laid off during recessions. Most in this occupation, however, work in relatively stable nonmanufacturing industries and are not usually subject to layoff.

Where to Find More Information

California Occupational Guides:

Not Available

Occupational Outlook Handbook:

See General Maintenance Mechanics

Marketing, Advertising & Public Relations Managers

Marketing, Advertising, and Public Relations Managers formulate marketing policies, direct sales activities, and plan, organize, and direct advertising and public relations activities for a department, an entire organization, or on an account basis (OES 130110).

Also known as Account Executives and Account Managers

Training, Experience, and Other Requirements

- Most recent hires have completed four years of college, although a manager in a public relations firm will usually have different training and experience than a manager in an advertising firm.
- Prior experience is often required.
- A few jobs are filled by promoting from sales or support positions.
- Promotions may lead to higher level management positions.
- Almost all jobs are 40-50 hours per week.
- Willingness to work overtime may be important for job entry.

Getting the Training

Colleges and universities often offer undergraduate programs in marketing, advertising, and public relations. Refer to the Occupation-Training Index or to college or university catalogs for more information.

Getting the Job

Marketing, Advertising and Public Relations Managers in Sonoma County are employed in a wide variety of industries, including advertising agencies, public relations firms, government agencies, and department stores. Many employers recruit applicants through newspaper advertisements and/or fill openings through in-house promotion or transfer. Some fill openings by hiring referrals from employees.

Wages and Fringe Benefits

New Hires/Inexp'd:	\$9.50 to \$15.00/hr	Median: \$12.27/hr
New Hires/Exp'd:	\$13.25 to \$19.25/hr	Median: \$13.43/hr
Exp'd/After 3 Years:	\$14.50 to \$25.25/hr	Median: \$20.71/hr

Almost all employers provide medical insurance and other benefits, including dental insurance, a paid vacation, life insurance, and paid sick leave. Most also provide a retirement plan and vision insurance.

Employment Information

Occupation Size: Large. There are approximately 650-790 Marketing, Advertising, and Public Relations Managers currently employed in Sonoma County. About 34 percent in California are female.

Annual Turnover: Estimated to be moderate (20-39 percent).

Projected Growth: 20-25 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be faster than the average for all occupations through the year 1999.

Projected Separations: 10-15 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply-Demand: Employers generally have little difficulty finding applicants who meet their hiring standards. This indicates a somewhat competitive outlook for qualified job seekers.

Marketing, Advertising & Public Relations Managers--continued

Very Important Qualifications for Job Entry

Basic Skills

- Verbal communication skills
- Ability to work independently
- Ability to work as part of a team
- Writing skills
- English grammar and spelling skills
- Ability to perform basic mathematical calculations

Other Qualifications

- Organizational and time management skills
- Problem solving skills
- Attention to detail
- Ability to handle crisis situations
- Ability to work under pressure
- Verbal presentation skills
- Ability to plan and organize the work of others

Nationwide Job Outlook

Employment is expected to increase faster than the average for all occupations through the year 2005. Increasingly, intense domestic and global competition in products and services offered to consumers should require greater marketing, promotional, and public relations efforts. Management and public relations firms may experience particularly rapid growth as businesses increasingly hire contractors for these services rather than support additional full-time staff. In addition to faster than average growth, many job openings will occur each year as a result of managers moving into top management positions, transferring to other jobs, or leaving the labor force. College graduates with extensive experience, a high level of creativity, and strong communication skills should have the best job opportunities. Employment is expected to grow much faster than average in most business services industries, while average growth is projected in manufacturing industries overall.

Where to Find More Information

California Occupational Guides:

See Retail Store Managers; See also Public Relations Representatives

Occupational Outlook Handbook:

See Marketing, Advertising, and Public Relations Managers

Medical Assistants

Also known as Medical Technicians

Medical Assistants perform various duties under the direction of physicians in the examination and treatment of patients. They prepare treatment room, inventory supplies and instruments, and set up patients for attention of physician, handing instruments and materials to physician as directed. They may schedule appointments, keep medical records, or perform other clerical duties (OES 660050).

Training, Experience, and Other Requirements

- Almost all recent hires have completed high school plus some college or vocational training.
- Prior experience is often required.
- Certification as a Medical Assistant is generally required.
- Promotions may lead to Office Manager or, with additional education, to other healthcare services occupations.
- Most jobs are 40 hours per week. Some jobs are 20-25 hours per week.

Wages and Fringe Benefits

New Hires/Inexp'd:	\$6.50 to \$9.00/hr	Median: \$8.75/hr
New Hires/Exp'd:	\$8.00 to \$12.00/hr	Median: \$9.50/hr
Exp'd/After 3 Years:	\$9.00 to \$15.00/hr	Median: \$11.99/hr

Almost all employers provide medical insurance and other benefits, including a paid vacation, and paid sick leave. Most also provide dental insurance and a retirement plan. Some provide vision insurance and life insurance. A few may provide benefits to part-time employees.

Getting the Training

Certificate programs generally take about one year to complete. Refer to the Occupation-Training Index for information on the school(s) or training provider(s) who may offer related training.

Getting the Job

Most Medical Assistants in Sonoma County are employed in physician's offices and medical clinics. Most employers recruit applicants through newspaper advertisements and/or fill openings by hiring referrals from employees or schools and training programs.

Employment Information

Occupation Size: Medium. There are approximately 365-450 Medical Assistants currently employed in Sonoma County. About 75 percent in California are female.

Annual Turnover: Estimated to be low (10-19 percent).

Projected Growth: 15-20 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be much faster than the average for all occupations through the year 1999.

Projected Separations: Less than 10 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply-Demand: Employers generally have little difficulty finding applicants who meet their hiring standards. This indicates a somewhat competitive outlook for qualified job seekers.

Medical Assistants--continued

Very Important Qualifications for Job Entry

Basic Skills

- English grammar and spelling skills
- Ability to work as part of a team
- Verbal communication skills
- Writing skills
- Ability to work independently
- Ability to perform basic mathematical calculations

Other Qualifications

- Attention to detail
- Problem solving skills
- Organizational and time management skills
- Record keeping skills
- Ability to work under pressure
- Ability to handle crisis situations
- Trained in CPR and first aid techniques

Nationwide Job Outlook

Employment of medical assistants is expected to grow much faster than the average for all occupations through the year 2005 due to the growth of the health services industry. Employment growth will be driven by growth in the number of group and other health care practices that use support personnel. Medical assistants primarily work in outpatient settings, where fast growth is expected. Most job openings, however, will result from the need to replace experienced assistants who leave the occupation. In view of the high turnover as well as the preference of many physicians for trained personnel, job prospects should be excellent for medical assistants with formal training or experience, particularly those with certification.

Where to Find More Information

California Occupational Guides:

See Medical Assistants

Occupational Outlook Handbook:

See Medical Assistants

Medical Secretaries

Medical Secretaries perform secretarial duties utilizing specific knowledge of medical terminology and hospital, clinic, or laboratory procedures. Their duties include taking dictation, and compiling and recording medical charts, reports, and correspondence, as well as preparing and sending bills to patients or recording appointments (OES 551050).

Training, Experience, and Other Requirements

- Most recent hires have completed high school plus some college or vocational training.
- Prior experience is often required.
- Job descriptions for Medical Secretaries range from entry-level filing and billing duties to transcription and supervisory/office management responsibilities.
- Some employers report that bilingual skills are in short supply.
- Keyboard/typing speed requirements range from 25-90 words per minute.
- Promotions may lead to supervisory positions.
- Most jobs are 40 hours per week. Some jobs are 20-24 hours per week.

Getting the Training

Certificate programs range in length from three to twelve months. Some on-the-job training may also be available. Refer to the Occupation-Training Index for information on the school(s) or training provider(s) who may offer related training.

Getting the Job

Most Medical Secretaries in Sonoma County are employed by physician's offices, clinics, hospitals, and offices of other healthcare service providers. Most employers recruit applicants through newspaper advertisements. Some also fill openings by hiring referrals from employees and/or schools and training programs.

Wages and Fringe Benefits

New Hires/Inexp'd:	\$7.25 to \$9.00/hr	Median: \$8.25/hr
New Hires/Exp'd:	\$8.75 to \$12.25/hr	Median: \$9.88/hr
Exp'd/After 3 Years:	\$10.00 to \$15.00/hr	Median: \$12.26/hr

Almost all employers provide medical insurance and other benefits, including a paid vacation and paid sick leave. Most also provide dental insurance, a retirement plan. Some provide vision insurance and life insurance.

Employment Information

Occupation Size: Large. There are approximately 440-540 Medical Secretaries currently employed in Sonoma County. About 98 percent in California are female.

Annual Turnover: Estimated to be low (10-19 percent).

Projected Growth: 10-15 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be the same as the average for all occupations through the year 1999.

Projected Separations: 10-15 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply-Demand: Employers generally have some difficulty finding applicants who meet their hiring standards. This indicates a good outlook for qualified job seekers.

Medical Secretaries--continued

Very Important Qualifications for Job Entry

Basic Skills

- Verbal communication skills
- Ability to work as part of a team
- Ability to work independently
- English grammar and spelling skills
- Writing skills

Other Qualifications

- Receptionist skills
- Attention to detail
- Ability to work under pressure
- Record keeping skills
- Organizational and time management skills
- Problem solving skills
- Ability to handle crisis situations

Nationwide Job Outlook

Employment of secretaries is expected to grow more slowly than the average for all occupations through the year 2005. Nevertheless, employment opportunities should be quite plentiful, especially for well-qualified and experienced secretaries, who, according to many employers, are in short supply. The very large size of the occupation, coupled with moderate turnover, generates several hundred thousand secretarial positions each year as experienced workers transfer to other occupations or leave the labor force. Also, demand for secretaries will rise as the economy grows and as more workers are employed in offices. The trend toward secretaries assuming more responsibilities traditionally reserved for managers and professionals should also stimulate demand. Nevertheless, large firms are experimenting with different methods of staffing their administrative support operations. In some cases, traditional secretarial duties are assigned to workers in other units or departments. In some physicians' offices, for example, medical assistants are taking over some tasks formerly done by secretaries.

Where to Find More Information

California Occupational Guides:

See Medical Secretaries

Occupational Outlook Handbook:

See Secretaries

Nurse Aides

Also known as CNAs (Certified Nursing Assistants)

Nurse Aides work under the direction of nursing or medical staff to provide auxiliary services in the care of patients. They perform duties such as answering patients' call bells, serving and collecting food trays, and feeding patients. Nurse Aides may be called Assistants, Attendants, or Orderlies. Orderlies are primarily concerned with the care of male patients, setting up equipment, and relieving nurses of heavier work. Does not include Psychiatric Aides and Home Health Aides (OES 660080).

Training, Experience, and Other Requirements

- Most employers require certification; contact the State Department of Health Services for information.
- Most recent hires have completed high school.
- Many employers report that they always require prior experience.
- With additional education or training, promotions may lead to other healthcare occupations such as Licensed Vocational Nurse.
- Most jobs are 35-40 hours per week. Some jobs are 15-25 hours per week.
- Willingness to work weekends, nights, part-time, on-call, and overtime is important for job entry.

Getting the Training

Certificate programs range in length from one week to four months. Refer to the Occupation-Training Index for information on the school(s) or training provider(s) who may offer related training.

Getting the Job

Most Nurse Aides in Sonoma County are employed by skilled nursing facilities and hospitals. Almost all employers recruit applicants through newspaper advertisements. Many also fill openings by hiring referrals from schools and training programs. Some fill openings by hiring referrals from employees.

Wages and Fringe Benefits

New Hires/Inexp'd:	\$5.50 to \$6.50/hr	Median: \$6.00/hr
New Hires/Exp'd:	\$6.00 to \$9.50/hr	Median: \$7.25/hr
Exp'd/After 3 Years:	\$7.00 to \$12.00/hr	Median: \$10.00/hr

Almost all employers provide medical insurance and dental insurance. Most also provide a paid vacation, paid sick leave, and a retirement plan. Many provide vision insurance and life insurance. Some employers may also provide benefits for part-time employees.

Employment Information

Occupation Size: Very Large. There are approximately 965-1,180 Nurse Aides currently employed in Sonoma County. About 82 percent in California are female.

Annual Turnover: Estimated to be high (30-39 percent).

Projected Growth: 20-25 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be the same as the average for all occupations through the year 1999.

Projected Separations: 10-15 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply-Demand: Employers generally have little difficulty finding applicants who meet their hiring standards. This indicates a somewhat competitive outlook for qualified job seekers.

Nurse Aides--continued

Very Important Qualifications for Job Entry

Basic Skills

- Ability to work as part of a team
- Verbal communication skills
- English grammar and spelling skills
- Writing skills
- Ability to work independently
- Ability to perform routine, repetitive work
- Ability to perform basic mathematical calculations

Physical Abilities

- Ability to pass a pre-employment medical exam
- Ability to do strenuous, physically demanding work
- Ability to stand continuously for 2 or more hours
- Ability to lift at least 100 lbs
- Ability to sit continuously for 2 or more hours

Other Qualifications

- Attention to detail
- Ability to handle crisis situations
- Ability to work under pressure
- Organizational and time management skills
- Trained in CPR and first aid techniques
- Record keeping skills
- Problem solving skills
- Multi-cultural familiarity
- Ability to plan and organize the work of others
- Supervisory skills
- Possess good DMV driving record
- Willingness to participate in drug testing

Nationwide Job Outlook

Job prospects should be very good through the year 2005. Employment of nursing aides is expected to grow much faster than the average for all occupations. This is in response to an emphasis on rehabilitation and the long-term care needs of a rapidly growing population of those 75 years old and older. Employment will increase due to the expansion of nursing homes and other long-term care facilities for people with chronic illnesses and disabling conditions. Employment will also increase due to modern medical technology which increases the need for the extended care provided by aides. As a result, nursing and personal care facilities are expected to grow very rapidly and to provide most of the new jobs for nursing aides. Employment also is expected to grow very rapidly in residential care facilities. Replacement needs will constitute the major source of openings for aides. Turnover is high, a reflection of modest entry requirements, low pay, and lack of advancement opportunities.

Where to Find More Information

California Occupational Guides:

See Nurse Aides/Nursing Assistants

Occupational Outlook Handbook:

See Nursing Aides and Psychiatric Aides

Nursery Workers

Nursery Workers work in nursery facilities planting, cultivating, harvesting, and transplanting trees, shrubs, or plants. Does not include workers whose primary duties involve sales or cashiering (OES 790050).

Training, Experience, and Other Requirements

- Most recent hires have completed high school.
- Prior experience is often required.
- Applicants with the best horticulture/plant knowledge and knowledge of pests and cutting and growing techniques are the most employable.
- Promotions may lead to supervisory positions.
- Almost all jobs are 40 hours per week, although some jobs are seasonal. Some other jobs are 15-20 per week.
- Willingness to work weekends and the willingness to work in temporary or seasonal positions may be important for job entry.

Getting the Training

Employers generally provide on-the-job training for this occupation, although certificate programs may be available. Refer to the Occupation-Training Index for information on the school(s) or training provider(s) who may offer related training.

Getting the Job

Most Nursery Workers in Sonoma County are employed by retail and wholesale nurseries and florists. Almost all employers fill openings by hiring referrals from employees. Some recruit applicants through newspaper advertisements and/or fill openings by hiring unsolicited applicants.

Wages and Fringe Benefits

New Hires/Inexp'd:	\$4.25 to \$6.50/hr	Median: \$5.00/hr
New Hires/Exp'd:	\$4.50 to \$9.00/hr	Median: \$5.88/hr
Exp'd/After 3 Years:	\$7.00 to \$12.00/hr	Median: \$8.00/hr

Many employers provide medical insurance and a paid vacation. Some also provide paid sick leave and dental insurance. A few provide benefits for part-time employees.

Employment Information

Occupation Size: Small. There are approximately 200-245 Nursery Workers currently employed in Sonoma County. About 29 percent in California are female.

Annual Turnover: Estimated to be very high (40 percent or more).

Projected Growth: 10-15 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be much faster than the average for all occupations through the year 1999.

Projected Separations: Less than 10 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply-Demand: Employers generally have little difficulty finding applicants who meet their hiring standards. This indicates a somewhat competitive outlook for qualified job seekers.

Nursery Workers--continued

Very Important Qualifications for Job Entry

Basic Skills

- Ability to work independently
- Ability to perform routine, repetitive work
- Ability to work as part of a team

Physical Abilities

- Ability to lift at least 50 lbs
- Ability to do strenuous, physically demanding work

Other Qualifications

- Organizational and time management skills

Nationwide Job Outlook

Employment of Nursery Workers is expected to grow much faster than average between 1992 and 2005. (No additional data available.)

Where to Find More Information

California Occupational Guides:

See Nursery Workers

Occupational Outlook Handbook:

See Gardeners and Groundskeepers

Paralegal Personnel

Also known as Paralegals

Paralegal Personnel assist lawyers by doing research in the preparation of lawsuits and/or legal documents as a career professional, usually having either a four-year college degree or a degree from an institute specializing in the paralegal profession. They may gather research data for use as evidence to formulate defense or to initiate legal action (OES 283050).

Training, Experience, and Other Requirements

- Almost all recent hires have completed one to two years of college. Some have completed four years of college.
- Almost all employers require prior experience.
- Promotions usually take the form of increased responsibility and higher pay.
- Most jobs are 40 hours per week. Some jobs are 30 hours per week.
- Almost all employers report that computer word processing skills are important. Some report that spreadsheet skills are also important. A few report that database skills are important.

Getting the Training

Certificate and degree programs generally range in length from one to two years. Refer to the Occupation-Training Index in the appendix of this publication for a list of schools/training providers who may offer related training.

Getting the Job

Paralegals in Sonoma County are employed by attorneys and/or law firms. Most employers recruit applicants through newspaper advertisements. Many also hire unsolicited applicants.

Wages and Fringe Benefits

New Hires/Inexp'd:	\$8.50 to \$15.00/hr	Median: \$12.11/hr
New Hires/Exp'd:	\$9.50 to \$17.50/hr	Median: \$14.38/hr
Exp'd/After 3 Years:	\$12.50 to \$20.25/hr	Median: \$17.26/hr

Almost all employers provide medical insurance. Most also provide paid sick leave and a paid vacation. Many provide dental insurance and a retirement plan. Some provide life insurance. A few provide vision insurance. Some employers provide benefits for part-time employees.

Employment Information

Occupation Size: Small. There are approximately 85-105 Paralegals currently employed in Sonoma County. Local surveys indicate that about 90 percent of the employment in this occupation is female.

Annual Turnover: Estimated to be very low (less than 10 percent).

Projected Growth: Less than 10 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be slower than the average for all occupations through the year 2001.

Projected Separations: Less than 10 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply-Demand: Employers generally have little difficulty finding applicants who meet their hiring standards. This indicates a somewhat competitive outlook for qualified job seekers.

Paralegal Personnel--continued

Very Important Qualifications for Job Entry

Knowledge

- Knowledge of laws, legal codes, court procedures, precedents, and government regulations.
- Knowledge of administrative and clerical procedures and systems such as word processing systems, filing and records management systems, stenography and transcription, forms design principles, and other office procedures and terminology.

Skills

- Knowing how to find information and identifying essential information.

Abilities

- Read and understand information and ideas presented in writing.

Work Activities

- Observing, receiving, and otherwise obtaining information from all relevant sources.

Physical

- Ability to sit continuously for two or more hours.

Source: O'NET 98 Database (early release)

Nationwide Job Outlook

Employment of paralegals is expected to grow much faster than the average for all occupations through the year 2005. Job opportunities are expected to expand as more employers become aware that paralegals are able to do many legal tasks for lower salaries than lawyers. Both law firms and other employers with legal staffs should continue to emphasize hiring paralegals so that the cost, availability, and efficiency of legal services can be improved. New jobs created by rapid employment growth will create most of the job openings for paralegals in the future. Other job openings will arise as people leave the occupation. Although the number of job openings for paralegals is expected to increase significantly through the year 2005, so will the number of people pursuing this career. Thus, keen competition for jobs should continue as the growing number of graduates from paralegal education programs keeps pace with employment growth. Still, job prospects are expected to be favorable for persons with bachelor's degrees who graduate from well regarded paralegal training programs. Private law firms will continue to be the largest employers of paralegals as a growing population demands additional legal services. The growth of prepaid legal plans should also contribute to the demand for the services of law firms. A growing array of other organizations, such as corporate legal departments, insurance companies, real estate and title insurance firms, and banks will also hire paralegals.

Where to Find More Information

California Occupational Guides:

See Paralegal Personnel

Occupational Outlook Handbook:

See Paralegals

Personal & Home Care Aides

Personal and Home Care Aides perform a variety of tasks at places of residence. Their duties include keeping house; advising families having problems with such things as nutrition, health, cleanliness, and household utilities. Does not include Nurses' Aides and Home Health Care Workers (OES 680350).

Training, Experience, and Other Requirements

- Most recent hires have completed high school.
- Most employers do not require prior experience.
- Promotions may lead to administrative support or supervisory positions or, with additional training, to Certified Home Health Aide.
- Most jobs are part-time or on-call, 10-30 hours per week. Some jobs are 40 hours per week.

Getting the Training

Employers generally provide on-the-job training for this occupation, although CPR and first-aid training may be required prior to employment. Refer to the Occupation-Training Index in the appendix of this publication for a list of schools/training providers who may offer related training.

Getting the Job

Personal and Home Care Aides in Sonoma County are employed by residential care facilities, home health care services, and public and private social service agencies. Almost all employers recruit applicants through newspaper advertisements. Most also fill openings by hiring referrals from employees. Some hire unsolicited applicants and/or referrals from schools and training programs.

Wages and Fringe Benefits

New Hires/Inexp'd:	\$6.00 to \$8.00/hr	Median: \$7.00/hr
New Hires/Exp'd:	\$7.00 to \$10.00/hr	Median: \$7.00/hr
Exp'd/After 3 Years:	\$7.50 to \$12.00/hr	Median: \$9.25/hr

For Full-Time Employees: Many employers provide medical insurance. Most also provide paid sick leave and a paid vacation. Many provide dental insurance and a retirement plan. Some provide vision insurance.

For Part-Time Employees: Many employers provide medical insurance and other benefits, including paid sick leave and a paid vacation. Some also provide a retirement plan.

Employment Information

Occupation Size: Small. There are approximately 350-400 Personal and Home Care Aides currently employed in Sonoma County. About 78 percent in California are female.

Annual Turnover: Estimated to be high (30-39 percent).

Projected Growth: 65-85 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be much faster than the average for all occupations through the year 2001.

Projected Separations: Less than 10 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply-Demand: Employers generally have little difficulty finding applicants who meet their hiring standards. This indicates a somewhat competitive outlook for qualified job seekers.

Personal & Home Care Aides--continued

Very Important Qualifications for Job Entry

Knowledge

- Knowledge of principles and processes for providing customer and personal services.

Abilities

- Communicate information and ideas in speaking so others will understand.

Work Activities

- Providing assistance or personal care to others.

Physical

- Ability to perform physical activities that require moving one's whole body, such as in climbing, lifting, balancing, walking, and stooping, where the activities often require considerable use of the arms and legs.

Source: O'NET 98 Database (early release)

Nationwide Job Outlook

A large number of job openings is expected for homemaker-home health aides due to very rapid growth and very high turnover. Homemaker-home health aides is expected to be one of the fastest growing occupations through the year 2005—more than doubling in employment size. In addition to jobs created by the increase in demand for these workers, replacement needs are expected to produce numerous openings. Turnover is high, a reflection of the relatively low skill requirements, low pay, and high emotional demands of the work. For these same reasons, many people are unwilling to do this kind of work. Therefore, persons who are interested in this work and suited for it should have excellent job opportunities, particularly those with experience or training as homemaker-home health aides or nursing aides.

Where to Find More Information

California Occupational Guides:

See Home Health Support Occupations

Occupational Outlook Handbook:

See Homemaker-Home Health Aides

See also Private Household Workers

Physical Therapists

Physical Therapists apply techniques and treatments that help relieve pain, increase the patient's strength, and decrease or prevent deformity and crippling (OES 323080).

Also known as PTs and RPTs (Registered Physical Therapists)

Training, Experience, and Other Requirements

- Licensing is required for this occupation; contact the State Medical Board, Physical Therapy Examining Committee for information.
- Most recent hires have completed four or more years of college plus an internship.
- Some employers report that they always require prior experience.
- Promotions may lead to supervisory or administrative positions, or may take the form of self-employment.
- Almost all jobs are 40 hours per week. Many jobs are part-time or on-call, ranging from 15-25 hours per week.
- Willingness to work overtime, on-call, part-time, weekends, and temporary is important for job entry.

Getting the Training

No local programs were identified for this occupation. (Contact San Francisco State University for information.)

Getting the Job

Most Physical Therapists in Sonoma County are employed in offices of physical therapists and by hospitals. Almost all employers recruit applicants through newspaper advertisements. Many also fill openings by hiring referrals from employees and/or by hiring unsolicited applicants.

Wages and Fringe Benefits

New Hires/Inexp'd:	\$17.25 to \$22.50/hr	Median: \$20.00/hr
New Hires/Exp'd:	\$19.00 to \$26.75/hr	Median: \$23.00/hr
Exp'd/After 3 Years:	\$23.00 to \$30.00/hr	Median: \$26.37/hr

Almost all employers provide medical insurance and other benefits, including paid sick leave, a paid vacation, and dental insurance. Most also provide life insurance and a retirement plan. Some provide vision insurance. Some employers may provide benefits for part-time employees.

Employment Information

Occupation Size: Small. There are approximately 165-205 Physical Therapists currently employed in Sonoma County. About 69 percent in California are female.

Annual Turnover: Estimated to be very low (less than 10 percent).

Projected Growth: Less than 10 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be much faster than the average for all occupations through the year 1999.

Projected Separations: Less than 10 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply-Demand: Employers generally have some difficulty finding applicants who meet their hiring standards. This indicates a good outlook for qualified job seekers.

Physical Therapists--continued

Very Important Qualifications for Job Entry

Basic Skills

- Ability to work as part of a team
- Verbal communication skills
- Ability to work independently
- Writing skills
- English grammar and spelling skills
- Ability to perform routine, repetitive work
- Ability to perform basic mathematical calculations

Physical Abilities

- Ability to do strenuous, physically demanding work
- Ability to pass a pre-employment medical exam
- Ability to stand continuously for 2 or more hours
- Ability to lift at least 100 lbs
- Ability to sit continuously for 2 or more hours

Other Qualifications

- Organizational and time management skills
- Problem solving skills
- Trained in CPR and first aid techniques
- Attention to detail
- Ability to work under pressure
- Ability to handle crisis situations
- Record keeping skills
- Ability to plan and organize the work of others
- Supervisory skills
- Multi-cultural familiarity
- Willingness to participate in drug testing

Nationwide Job Outlook

Employment of physical therapists is expected to grow much faster than the average for all occupations through the year 2005. Growth will occur as new medical technologies save more people who will then need therapy, as new technologies permit more disabling conditions to be treated, and as the population grows and ages. The rapidly growing elderly population is particularly vulnerable to chronic and debilitating conditions that will require more therapeutic services. At the same time, the baby-boom generation will enter the prime age for heart attack and strokes, increasing the demand for cardiac and physical rehabilitation. More young people will also need physical therapy as medical advances save the lives of a larger proportion of newborns with severe birth defects. Future medical developments will also permit a higher percentage of trauma victims to survive, creating additional demand for rehabilitative care.

Where to Find More Information

California Occupational Guides:

See Physical Therapists

Occupational Outlook Handbook:

See Physical Therapists

Physical Therapy Aides

Also known as PT Aides

Physical Therapy Aides prepare patients and treatment area for physical therapy treatments and assist Physical Therapists with treatments such as gait training, hydrotherapy, and exercise programs. They transport patients to and from treatment area and assemble and maintain equipment and supplies. They may perform routine clerical and related tasks. They work under continuous on-site supervision of a licensed/registered Physical Therapist (OES 660172).

Training, Experience, and Other Requirements

- Many recent hires have completed high school. Many others have completed one to two years of college.
- Most employers do not require prior experience.
- With additional education or training, promotions may lead to Certified Physical Therapy Assistant.
- Many jobs are part-time or on-call, 10-30 hours per week. Many other jobs are 40 hours per week.
- Some employers report that computer word processing skills are important.

Wages and Fringe Benefits

New Hires/Inexp'd:	\$6.00 to \$9.25/hr	Median: \$8.00/hr
New Hires/Exp'd:	\$8.00 to \$10.00/hr	Median: \$9.00/hr
Exp'd/After 3 Years:	\$9.00 to \$12.75/hr	Median: \$10.75/hr

For Full-Time Employees: Of the employers surveyed, all report that they provide medical insurance. Almost all also provide paid sick leave, a paid vacation, dental insurance, and a retirement plan. Many provide life insurance and vision insurance.

For Part-Time Employees: Many employers provide medical insurance and other benefits, including paid sick leave, a paid vacation, dental insurance, and a retirement plan. Some also provide vision insurance.

Getting the Training

Employers generally provide on-the-job training for this occupation, although certificate programs are available. Refer to the Occupation-Training Index in the appendix of this publication for a list of schools/training providers who may offer related training.

Getting the Job

Physical Therapy Aides in Sonoma County are employed by offices of physical therapists and hospitals. Many employers recruit applicants through newspaper advertisements. Many also fill openings by hiring referrals from employees and/or by hiring unsolicited applicants. Some hire referrals from schools and training programs.

Employment Information

Occupation Size: Small. There are approximately 65-80 Physical Therapy Aides currently employed in Sonoma County. Local surveys indicate that about 70 percent of the employment in this occupation is female.

Annual Turnover: Estimated to be high (30-39 percent).

Projected Growth: Less than 10 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be much faster than the average for all occupations through the year 2001.

Projected Separations: Less than 10 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply-Demand: Employers generally have little difficulty finding applicants who meet their hiring standards. This indicates a somewhat competitive outlook for qualified job seekers.

Physical Therapy Aides--continued

Very Important Qualifications for Job Entry

Skills

- Interpersonal skills.
- Desire to assist people in need.

Physical

- Ability to perform physical activities that require moving one's whole body, such as in climbing, lifting, balancing, walking, and stooping, where the activities often require considerable use of the arms and legs.

Source: O'NET 98 Database (early release) & Occupational Outlook Handbook

Nationwide Job Outlook

Physical therapy assistants and aides is expected to be one of the fastest growing occupations through the year 2005. Opportunities should be especially favorable for assistants unless the number of new graduates increases significantly. Reports consistently indicate employers currently are having difficulty finding qualified candidates for job openings. Demand for physical therapy assistants and aides will continue to rise as the median age of Americans increases. The elderly consume a disproportionate share of physical therapy services. As the "baby boom" generation ages, demand for services associated with geriatric medicine will grow significantly. Older patients often need more assistance in their treatment, making the roles of assistants and aides vital.

Where to Find More Information

California Occupational Guides:

See Physical Therapy Aides and Assistants

Occupational Outlook Handbook:

See Physical Therapy Assistants and Aides

Physical Therapy Assistants

Also known as PT Assistants

Physical Therapy Assistants administer and assist with physical therapy treatments as planned and directed by a Physical Therapist. They administer treatments such as exercise, gait training, massage, whirlpool, and hot packs. They instruct, motivate, and assist patients with learning and improving functional activities. They may record patient treatments and maintain patient records (OES 660171).

Training, Experience, and Other Requirements

- Licensing is required for this occupation; contact the Physical Therapy Examining Committee for information.
- Most recent hires have completed two years of college. A few have completed four years of college.
- Most employers require prior experience.
- With additional education and training, promotions may lead to Licensed Physical Therapist.
- Most jobs are 40 hours per week. Some jobs are 20-30 hours per week.
- Some employers report that computer word processing skills are important.

Wages and Fringe Benefits

New Hires/Inexp'd:	\$9.00 to \$14.00/hr	Median: \$12.00/hr
New Hires/Exp'd:	\$10.00 to \$18.00/hr	Median: \$14.00/hr
Exp'd/After 3 Years:	\$12.00 to \$22.00/hr	Median: \$16.00/hr

For Full-Time Employees: Of the employers surveyed, all employers report that they provide medical insurance and other benefits, including paid sick leave and a paid vacation. Almost all also provide dental insurance and a retirement plan. Most provide vision insurance. Many provide life insurance.

For Part-Time Employees: Many employers provide medical insurance and other benefits, including dental insurance, paid sick leave, a paid vacation, a retirement plan, and vision insurance.

Getting the Training

Certificate and degree programs take about two years to complete. Refer to the Occupation-Training Index in the appendix of this publication for a list of schools/training providers who may offer related training.

Getting the Job

Physical Therapy Assistants in Sonoma County are employed by offices of physical therapists and hospitals. Most employers recruit applicants through newspaper advertisements and/or hire referrals from schools and training programs. Many also fill openings by hiring referrals from employees and/or by hiring unsolicited applicants.

Employment Information

Occupation Size: Small. There are approximately 50-65 Physical Therapy Assistants currently employed in Sonoma County. Local surveys indicate that about 75 percent of the employment in this occupation is female.

Annual Turnover: Estimated to be very low (less than 10 percent).

Projected Growth: Less than 10 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be much faster than the average for all occupations through the year 2001.

Projected Separations: Less than 10 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply-Demand: Employers generally have little difficulty finding applicants who meet their hiring standards. This indicates a somewhat competitive outlook for qualified job seekers.

Physical Therapy Assistants--continued

Very Important Qualifications for Job Entry

Knowledge

- Knowledge of information and techniques needed to rehabilitate physical ailments.

Skills

- Interpersonal skills.

Physical

- Ability to perform physical activities that require moving one's whole body, such as in climbing, lifting, balancing, walking, and stooping, where the activities often require considerable use of the arms and legs.

Other

- Completion of coursework including algebra, anatomy and physiology, biology, chemistry, and psychology.
- Clinical field experience in a hospital or private clinic.
- Certifications in CPR and First Aid.
- Desire to assist people in need.

Source: O'NET 98 Database (early release) & Occupational Outlook Handbook

Nationwide Job Outlook

Physical therapy assistants and aides is expected to be one of the fastest growing occupations through the year 2005. Opportunities should be especially favorable for assistants unless the number of new graduates increases significantly. Reports consistently indicate employers currently are having difficulty finding qualified candidates for job openings. Demand for physical therapy assistants and aides will continue to rise as the median age of Americans increases. The elderly consume a disproportionate share of physical therapy services. As the "baby boom" generation ages, demand for services associated with geriatric medicine will grow significantly. Older patients often need more assistance in their treatment, making the roles of assistants and aides vital. Shortages of physical therapists in many areas makes hiring licensed assistants an attractive alternative. After a patient is evaluated and a treatment plan is designed by the physical therapist, the patient can be turned over to an assistant. The licensed assistant can administer many aspects of the treatment prescribed by the therapist. By increasing the role of physical therapy assistants relative to physical therapists, more patients receive care and labor costs are substantially lower.

Where to Find More Information

California Occupational Guides:

See Physical Therapy Aides and Assistants

Occupational Outlook Handbook:

See Physical Therapy Assistants and Aides

Radiologic Technologists, Diagnostic

Also known as X-Ray Techs

Diagnostic Radiologic Technologists safely use x-ray equipment, including CT scanners, to demonstrate designated portions of the human body on x-ray films or fluoroscopic screens for diagnostic purposes. They are also known as Radiographers (OES 329210).

Training, Experience, and Other Requirements

- Licensing is required for this occupation; contact the State Department of Health Services for information.
- Almost all recent hires have completed two years of college.
- Almost all employers require prior experience.
- Promotions may lead to supervisory positions.
- Many jobs are 40 hours per week. Some jobs are part-time, 20-30 hours per week. Some other jobs are on-call.
- Some employers report that computer word processing skills are important.

Getting the Training

Certificate and degree programs take about two years to complete. Refer to the Occupation-Training Index in the appendix of this publication for a list of schools/training providers who may offer related training.

Getting the Job

Diagnostic Radiologic Technologists in Sonoma County are employed by hospitals, clinics, and medical groups and laboratories with radiology services. Many employers recruit applicants through newspaper advertisements and/or hire referrals from schools and training programs.

Wages and Fringe Benefits

New Hires/Inexp'd:	\$13.00 to \$15.75/hr	Median: \$15.12/hr
New Hires/Exp'd:	\$15.00 to \$20.50/hr	Median: \$15.69/hr
Exp'd/After 3 Years:	\$16.00 to \$21.75/hr	Median: \$17.00/hr

For Full-Time Employees: Almost all employers provide medical insurance. Most also provide a paid vacation, dental insurance, paid sick leave, and a retirement plan. Many provide life insurance. Some provide vision insurance.

For Part-Time Employees: Almost all employers provide medical insurance and other benefits, including paid sick leave, a paid vacation, dental insurance, and a retirement plan. Most also provide life insurance. Many provide vision insurance.

Employment Information

Occupation Size: Small. There are approximately 105-130 Diagnostic Radiologic Technologists currently employed in Sonoma County. About 58 percent in California are female.

Annual Turnover: Estimated to be very low (less than 10 percent).

Projected Growth: Less than 10 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be slower than the average for all occupations through the year 2001.

Projected Separations: Less than 10 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply-Demand: Employers generally have no difficulty finding applicants who meet their hiring standards. This indicates a very competitive outlook for qualified job seekers.

Radiologic Technologists, Diagnostic--continued

Very Important Qualifications for Job Entry

Knowledge

- Knowledge of the use of beam-restrictive devices and patient-shielding skills to minimize radiation exposure to patient and staff.

Abilities

- Move x-ray equipment into position and adjust controls to set exposure factors, such as time and distance.
- Operate mobile x-ray equipment in operating room, emergency room, or at patient's bedside.
- Position patient on examining table and adjust equipment to obtain optimum view of specific body area requested by physician.

Other

- Completion of courses in mathematics, physics, chemistry, and biology are helpful.
- Completion of a training program that provides both classroom and clinical instruction in anatomy and physiology, patient care procedures, radiation physics, radiation protection, principles of imaging, medical terminology, positioning of patients, medical ethics, radiobiology, and pathology.
- For training programs in diagnostic medical sonography, applicants with a background in science, or experience in one of the health professions, generally are preferred.

Sources: O'NET 98 Database (early release) & Occupational Outlook Handbook

Nationwide Job Outlook

While a significant increase in radiologic technologist employment is anticipated, jobseekers are likely to face competition from many other qualified applicants for most openings. Reports of shortages of radiographers and radiation therapists that were common during the last decade no longer exist. As more people entered the field, the number of qualified applicants increased faster than the number of job openings. The imbalance that resulted caused competition for jobs to become intense. While reduced, the imbalance is expected to persist through the year 2005. Sonographers should experience somewhat better job opportunities than other radiologic technologist occupations as technology spawns many new ultrasound procedures. Employment of radiologic technologists is expected to grow faster than the average for all occupations through 2005, as the health care industries grow, and because of the vast clinical potential of diagnostic imaging and therapeutic technology. Current as well as new uses of imaging equipment should increase the demand for radiologic technologists.

Where to Find More Information

California Occupational Guides:

See Diagnostic Radiologic Technologists

Occupational Outlook Handbook:

See Radiologic Technologists

Radiologic Technologists, Therapeutic

Therapeutic Radiologic Technologists use ionizing radiation producing equipment to administer therapeutic doses of radiation as prescribed by the physician for the treatment of disease. They may also perform mathematical calculations using computers to develop detailed treatment plans. They are also known as Radiation Therapy Technologists (OES 329170).

Also known as Radiation Therapists and Certified Radiologic Technologists (CRT)

Training, Experience, and Other Requirements

- CRT licensing is required for this occupation; contact the State Department of Health Services for information.
- Recent hires have completed four years of college.
- Certification by the American Registry of Radiologic Technologists (AART) may be helpful.
- Employers usually require prior experience.
- Promotions may lead to supervisory or management positions.
- Jobs are 40 hours per week.

Wages and Fringe Benefits

New Hires/Inexp'd: Insufficient Data
New Hires/Exp'd: \$18.00 to \$21.00/hr
Exp'd/After 3 Years: \$21.00 to \$23.00/hr

Employees are provided medical insurance and other benefits, including a paid vacation, dental insurance, paid sick leave, a retirement plan, life insurance, and child care.

Getting the Training

Colleges and universities may offer undergraduate programs in radiation therapy. Refer to college or university catalogs for more information.

Getting the Job

Radiation Therapists are employed by radiologic medical groups and hospitals. Employees are recruited through newspaper advertisements and employee referrals.

Employment Information

Occupation Size: Small. There are approximately 10-20 Radiation Therapists currently employed in Sonoma County. About 80 percent in Sonoma County are female.

Annual Turnover: Estimated to be high (30-39 percent).

Projected Growth: Less than 10 projected job openings per year due to a net increase in occupation size.

Projected Separations: Less than 10 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply-Demand: Employers generally have no difficulty finding applicants who meet their hiring standards. This indicates a very competitive outlook for qualified job seekers.

Radiologic Technologists, Therapeutic--continued

Very Important Qualifications for Job Entry

Knowledge

- Knowledge of the use of beam-restrictive devices and patient-shielding skills to minimize radiation exposure to patient and staff.

Abilities

- Move x-ray equipment into position and adjust controls to set exposure factors, such as time and distance.
- Operate mobile x-ray equipment in operating room, emergency room, or at patient's bedside.
- Position patient on examining table and adjust equipment to obtain optimum view of specific body area requested by physician.

Other

- Completion of courses in mathematics, physics, chemistry, and biology are helpful.
- Completion of a training program that provides both classroom and clinical instruction in anatomy and physiology, patient care procedures, radiation physics, radiation protection, principles of imaging, medical terminology, positioning of patients, medical ethics, radiobiology, and pathology.
- For training programs in radiation therapy and diagnostic medical sonography, applicants with a background in science, or experience in one of the health professions, generally are preferred.

Sources: O'NET 98 Database (early release) & Occupational Outlook Handbook

Nationwide Job Outlook

Reports of shortages of radiographers and radiation therapists that were common during the last decade no longer exist. As more people entered the field, the number of qualified applicants increased faster than the number of job openings. The imbalance that resulted caused competition for jobs to become intense. While reduced, the imbalance is expected to persist through the year 2005. Employment of radiologic technologists is expected to grow faster than the average for all occupations through 2005, as the health care industries grow, and because of the vast clinical potential of diagnostic imaging and therapeutic technology. Current as well as new uses of imaging equipment should increase the demand for radiologic technologists.

Where to Find More Information

California Occupational Guides:

See Radiation Therapy Technologists

Occupational Outlook Handbook:

See Radiologic Technologists

Receptionists & Information Clerks

Receptionists and Information Clerks answer inquiries and obtain information for the public (customers, visitors, and other interested parties) concerning activities conducted at an establishment, such as the location of offices, or persons within the firm, departments within the store, or services within the hotel. They may perform a variety of other clerical duties. Does not include Receptionists who primarily operate switchboards (OES 553050).

Training, Experience, and Other Requirements

- Almost all recent hires have completed high school plus some college or vocational training.
- Some employers report that they always require prior experience.
- Promotions may lead to supervisory or other clerical positions.
- Most jobs are 40 hours per week. Some jobs are 20-30 hours per week.
- Willingness to work overtime, nights, weekends, and part-time is important for job entry.
- Most employers report that computer word processing and database skills are important.

Getting the Training

Certificate programs range in length from one month to one year. Refer to the Occupation-Training Index for information on the school(s) or training provider(s) who may offer related training.

Getting the Job

Most Receptionists in Sonoma County are employed by a wide variety of industries, with about one out of every three jobs within the healthcare industry. Almost all employers recruit applicants through newspaper advertisements. Most also fill openings by hiring referrals from employees. Many fill openings through in-house promotion or by hiring referrals from employment agencies.

Wages and Fringe Benefits

New Hires/Inexp'd:	\$6.00 to \$10.00/hr	Median: \$8.00/hr
New Hires/Exp'd:	\$7.00 to \$12.00/hr	Median: \$9.00/hr
Exp'd/After 3 Years:	\$8.50 to \$15.00/hr	Median: \$10.28/hr

Almost all employers provide medical insurance and other benefits, including dental insurance, a paid vacation, and paid sick leave. Many also provide a retirement plan, life insurance and vision insurance. Some employers may also provide benefits for part-time employees.

Employment Information

Occupation Size: Very Large. There are approximately 1,655-2,025 currently employed in Sonoma County. About 95 percent in California are female.

Annual Turnover: Estimated to be moderate (20-29 percent).

Projected Growth: 30-35 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be the same as the average for all occupations through the year 1999.

Projected Separations: 25-35 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply-Demand: Employers generally have little difficulty finding applicants who meet their hiring standards. This indicates a somewhat competitive outlook for job seekers.

Receptionists & Information Clerks--continued

Very Important Qualifications for Job Entry

Basic Skills

- English grammar and spelling skills
- Verbal communication skills
- Ability to work as part of a team
- Ability to work independently
- Ability to perform routine, repetitive work
- Writing skills
- Ability to perform basic mathematical calculations

Physical Abilities

- Ability to sit continuously for 2 or more hours
- Ability to lift at least 10 lbs
- Ability to pass a pre-employment medical exam

Other Qualifications

- Attention to detail
- Ability to work under pressure
- Problem solving skills
- Ability to handle crisis situations
- Organizational and time management skills
- Record keeping skills
- Willingness to participate in drug testing
- Supervisory skills
- Multi-cultural familiarity
- Trained in CPR and first aid techniques
- Ability to plan and organize the work of others

Nationwide Job Outlook

Overall employment of information clerks is expected to increase faster than the average for all occupations through the year 2005. In addition to the many openings that will occur as businesses and organizations expand, numerous jobs for information clerks will result from the need to replace experienced workers who transfer to other occupations or leave the labor force. This work is well suited to flexible work schedules, and many opportunities for part-time work will continue to be available.

Where to Find More Information

California Occupational Guides:

See Receptionists and Information Clerks

Occupational Outlook Handbook:

See Receptionists

Recreation Workers

Recreation Workers conduct recreation activities with groups in public, private, or volunteer agencies or recreation facilities. They consider the needs and interests of individual members and organize and promote activities, such as arts and crafts, sports, games, music, dramatics, social recreation, camping, and hobbies (OES 273110).

Training, Experience, and Other Requirements

- Almost all recent hires have completed one to two years of college.
- Some employers report that they always require prior experience.
- Promotions may lead to supervisory or management positions.
- Most jobs are seasonal, ranging from 10 to 40 hours per week. Some jobs are full-time, 40 hours per week.
- Willingness to work weekends, part-time, nights, temporary, overtime, and on-call is important for job entry.
- Most employers report that computer word processing skills are important.

Getting the Training

Colleges and universities often offer degree programs in recreation and physical education. Refer to the Occupation-Training Index or to college or university catalogs for more information.

Getting the Job

Most Recreation Workers in Sonoma County are employed by parks and recreation departments within local government agencies. Most employers recruit applicants through newspaper advertisements. Many also fill openings by hiring referrals from employees and/or schools.

Wages and Fringe Benefits

New Hires/Inexp'd:	\$5.50 to \$11.50/hr	Median: \$6.50/hr
New Hires/Exp'd:	\$6.00 to \$12.00/hr	Median: \$7.02/hr
Exp'd/After 3 Years:	\$7.00 to \$16.50/hr	Median: \$10.75/hr

Most employers provide medical insurance and other benefits, including a paid vacation, dental insurance, paid sick leave, and a retirement plan. Many also provide vision insurance and life insurance. Some provide child care benefits.

Employment Information

Occupation Size: Very Large. There are approximately 2,075-2,535 Recreation Workers currently employed in Sonoma County. About 64 percent in California are female.

Annual Turnover: Estimated to be very high (40 percent or more).

Projected Growth: 40-45 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be the same as the average for all occupations through the year 1999.

Projected Separations: 20-25 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply-Demand: Employers generally have little difficulty finding applicants who meet their hiring standards. This indicates a somewhat competitive outlook for qualified job seekers.

Recreation Workers--continued

Very Important Qualifications for Job Entry

Basic Skills

- Verbal communication skills
- Ability to work as part of a team
- Ability to work independently
- English grammar and spelling skills
- Writing skills
- Ability to perform routine, repetitive work
- Ability to perform basic mathematical calculations

Physical Abilities

- Ability to pass a pre-employment medical exam
- Ability to lift at least 10 lbs
- Ability to stand continuously for 2 or more hours
- Ability to sit continuously for 2 or more hours
- Ability to do strenuous, physically demanding work

Other Qualifications

- Organizational and time management skills
- Attention to detail
- Problem solving skills
- Ability to work under pressure
- Ability to handle crisis situations
- Supervisory skills
- Trained in CPR and first aid techniques
- Record keeping skills
- Ability to plan and organize the work of others
- Possess good DMV driving record
- Multi-cultural familiarity
- Willingness to participate in drug testing

Nationwide Job Outlook

Employment of recreation workers is expected to grow faster than the average for all occupations through the year 2005. This will be due to the growing number of people who possess both leisure time and the money to purchase leisure services. Growth in these jobs will also be due to increased interest in fitness and health and rising demand for recreational opportunities for older adults in senior centers and retirement communities. Opportunities for part-time and seasonal jobs are expected to be plentiful, but competition is likely for full-time career positions. Overall job growth in local government, where half of all recreation workers are employed, is expected to be slow due to budget constraints. In addition, local park and recreation departments are expected to do less hiring for permanent, full-time positions than in the past. As a result, this sector's share of recreation worker employment will shrink by the end of the century. Nonetheless, opportunities will vary widely by region, since resources as well as priorities for public services differ from one community to another. Thus, hiring prospects for recreation workers will be much better in some park and recreation departments than overall projections would suggest, but worse in others. Recreation worker jobs in employee services and recreation will continue to increase as more businesses recognize the benefits to their employees of recreation programs and other services such as wellness programs and elder care. Job growth will also occur in the commercial recreation industry, composed of amusement parks, athletic clubs, camps, sports clinics, and swimming pools.

Where to Find More Information

California Occupational Guides:

See Recreation Workers

Occupational Outlook Handbook:

See Recreation Workers

Registered Nurses

Registered Nurses administer nursing care to ill or injured persons. This includes administrative, public health, industrial, private duty, and surgical nurses. Does not include Nursing Instructors and Teachers (OES 325020).

Also known as RNs, Clinical Nurses, and Staff Nurses

Training, Experience, and Other Requirements

- Licensing is required for this occupation; contact the State Board of Registered Nursing for information.
- Almost all recent hires have completed two years of college.
- Many employers report that they always require prior experience.
- Promotions may lead to supervisory or higher paid specialty positions.
- Most jobs are 40 hours per week. Some jobs are part-time or on-call, ranging from 8-32 hours per week.
- Willingness to work part-time, weekends, overtime, on-call, nights, and temporary is important for job entry.
- Many RNs develop specialties which usually require additional training or certification. Specialty areas include emergency room, surgery, intensive care, outpatient/clinic, anesthetist, pediatrics, obstetrics/gynecology, oncology and hospice, among others.

Getting the Training

Certificate and degree programs range in length from two to four years. Refer to the Occupation-Training Index for information on the school(s) or training provider(s) who may offer related training.

Getting the Job

Most Registered Nurses in Sonoma County are employed by hospitals, clinics, and physicians. Almost all employers recruit applicants through newspaper advertisements. Most also fill openings by hiring referrals from employees. Many fill openings by hiring unsolicited applicants and/or through in-house promotion.

Wages and Fringe Benefits

New Hires/Inexp'd:	\$14.00 to \$19.75/hr	Median: \$16.00/hr
New Hires/Exp'd:	\$13.50 to \$20.75/hr	Median: \$17.50/hr
Exp'd/After 3 Years:	\$15.75 to \$27.00/hr	Median: \$20.00/hr

Almost all employers provide medical insurance and other benefits, including dental insurance, a paid vacation, and paid sick leave. Most also provide a retirement plan and life insurance. Many provide vision insurance. Some employers may also provide benefits for part-time employees.

Employment Information

Occupation Size: Very Large. There are approximately 2,390-2,925 Registered Nurses currently employed in Sonoma County. About 93 percent in California are female.

Annual Turnover: Estimated to be low (10-19 percent).

Projected Growth: 55-65 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be faster than the average for all occupations through the year 1999.

Projected Separations: 30-35 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply-Demand: Employers generally have little difficulty finding applicants who meet their hiring standards. This indicates a somewhat competitive outlook for qualified job seekers.

Registered Nurses--continued

Very Important Qualifications for Job Entry

Basic Skills

- Verbal communication skills
- Ability to work as part of a team
- Ability to work independently
- English grammar and spelling skills
- Writing skills
- Ability to perform basic mathematical calculations
- Ability to perform routine, repetitive work

Physical Abilities

- Ability to pass a pre-employment medical exam
- Ability to stand continuously for 2 or more hours
- Ability to do strenuous, physically demanding work
- Ability to lift at least 50 lbs

Other Qualifications

- Organizational and time management skills
- Attention to detail
- Problem solving skills
- Ability to work under pressure
- Ability to handle crisis situations
- Record keeping skills
- Trained in CPR and first aid techniques
- Multi-cultural familiarity
- Supervisory skills
- Ability to plan and organize the work of others
- Willingness to participate in drug testing

Nationwide Job Outlook

Job prospects in nursing are good. Although employers in some parts of the country reported shortages of R.N.'s in the past, large wage increases have attracted more people to nursing and dampened demand. However, R.N. recruitment has long been a problem in rural areas, in some big city hospitals, and in specialty areas including intensive care, rehabilitation, geriatrics, and long-term care. Employment of registered nurses is expected to grow much faster than the average for all occupations through the year 2005. Driving this growth will be technological advances in patient care, which permit a greater number of medical problems to be treated, and increasing emphasis on primary care. The number of older people, who are much more likely than younger people to need medical care, is projected to grow very rapidly. Many job openings also will result from the need to replace experienced nurses who leave the occupation, especially as the average age of the registered nurse population continues to rise.

Where to Find More Information

California Occupational Guides:

See Registered Nurses and Nurse Practitioners

Occupational Outlook Handbook:

See Registered Nurses

Salespersons, Retail

Also known as Sales Associates and Clerks

Retail Salespersons sell a variety of merchandise to the public. They assist the customer in making selections, obtain or receive the merchandise, total the bill, receive the payment in cash or by check or credit card, operate a cash register, and make change for the customer. They may stock shelves and set up advertising displays. Does not include workers who work primarily as Cashiers (OES 490112).

Training, Experience, and Other Requirements

- Most recent hires have completed high school. Many have completed one to two years of college.
- Some employers report that they always require prior experience.
- Promotions may lead to supervisory or management positions.
- Most jobs are 40 hours per week. Many jobs are 20-30 hours per week.
- Willingness to work weekends, part-time, overtime, nights, and on-call is important for job entry.

Getting the Training

Employers generally provide training for this occupation, although some certificate programs are available, ranging in length from four months to one year. Refer to the Occupation-Training Index for information on the school(s) or training provider(s) who may offer related training.

Getting the Job

Most Retail Salespersons in Sonoma County are employed by a wide variety of retailers and speciality shops. Almost all employers recruit applicants through newspaper advertisements. Most also fill openings by hiring referrals from employees. Many fill openings by hiring unsolicited applicants.

Wages and Fringe Benefits

New Hires/Inexp'd:	\$5.00 to \$8.00/hr	Median: \$6.53/hr
New Hires/Exp'd:	\$5.50 to \$9.00/hr	Median: \$7.08/hr
Exp'd/After 3 Years:	\$7.00 to \$12.00/hr	Median: \$9.50/hr

Almost all employers provide medical insurance and a paid vacation. Most also provide paid sick leave. Many provide dental insurance life insurance. Some provide vision insurance and a retirement plan. Some employers may provide benefits for part-time employees.

Employment Information

Occupation Size: Very Large. There are approximately 5,820-7,115 Retail Salespersons currently employed in Sonoma County. About 61 percent in California are female.

Annual Turnover: Estimated to be moderate (20-29 percent).

Projected Growth: 145-175 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be faster than the average for all occupations through the year 1999.

Projected Separations: 200-240 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply-Demand: Employers generally have some difficulty finding applicants who meet their hiring standards. This indicates a good outlook for qualified job seekers.

Salespersons, Retail--continued

Very Important Qualifications for Job Entry

Basic Skills

- Ability to work as part of a team
- Ability to work independently
- Verbal communication skills
- Ability to perform basic mathematical calculations
- English grammar and spelling skills
- Ability to perform routine, repetitive work
- Writing skills

Physical Abilities

- Ability to stand continuously for 2 or more hours
- Ability to lift at least 50 lbs
- Ability to pass a pre-employment medical exam

Other Qualifications

- Attention to detail
- Ability to work under pressure
- Problem solving skills
- Record keeping skills
- Organizational and time management skills
- Ability to handle crisis situations
- Supervisory skills
- Ability to plan and organize the work of others

Nationwide Job Outlook

Employment is expected to increase about as fast as the average for all workers through the year 2005 due to anticipated growth in retail sales. In addition, numerous job openings will be created as sales workers transfer to other occupations or leave the labor force. Replacement needs will generate an exceptionally large number of sales jobs because the occupation is large and turnover is much higher than average for all occupations. There will continue to be many opportunities for part-time workers, and demand will be strong for temporary workers during the Christmas selling period. During recessions, sales volume and the resulting demand for sales workers generally decline as purchases of costly items such as appliances and furniture tend to be postponed. In some geographic areas, employers face a shortage of qualified applicants. As a result, employers can be expected to improve efforts to attract and retain workers by offering higher wages, more generous benefits, and more flexible schedules.

Where to Find More Information

California Occupational Guides:

See Retail Salespersons

Occupational Outlook Handbook:

See Retail Sales Workers

Secretaries

Secretaries relieve officials of clerical work and minor administrative and business detail by scheduling appointments, giving information to callers, taking dictation, composing and typing routine correspondence, reading and routing incoming mail, and filing correspondence and other records. They may perform various other assigned clerical duties. Does not include Medical and Legal Secretaries (OES 551080).

Training, Experience, and Other Requirements

- Most recent hires have completed high school plus some college or vocational training.
- Prior experience is often required.
- A few jobs are filled by promoting from other clerical positions.
- Secretarial job descriptions can range from entry-level clerical duties to office management and personnel responsibilities.
- Keyboard/typing speed requirements range from 40-70 words per minute.
- Promotions may lead to supervisory positions or to a wide variety of other occupations, depending on the industry and the size of the employer.
- Almost all jobs are 40 hours per week. Some jobs are 20-25 hours per week.

Getting the Training

Certificate programs range in length from one to twelve months. Some on-the-job training may also be available. Refer to the Occupation-Training Index for information on the school(s) or training provider(s) who may offer related training.

Getting the Job

Secretaries are employed in a wide variety of industries in Sonoma County with about half employed in the services sector. Almost all employers recruit applicants through newspaper advertisements. Many also fill openings by hiring referrals from employees. Some fill openings through in-house promotion.

Wages and Fringe Benefits

New Hires/Inexp'd:	\$9.00 to \$11.00/hr	Median: \$9.99/hr
New Hires/Exp'd:	\$9.00 to \$12.00/hr	Median: \$10.82/hr
Exp'd/After 3 Years:	\$10.25 to \$13.75/hr	Median: \$12.23/hr

Almost all employers provide medical insurance and other benefits, including dental insurance, a retirement plan, a paid vacation, and paid sick leave. Most also provide vision insurance and life insurance. Some provide child care. Some may provide benefits for part-time employees.

Employment Information

Occupation Size: Very Large. There are approximately 2,750-3,365 Secretaries currently employed in Sonoma County. About 98 percent in California are female.

Annual Turnover: Estimated to be very low (less than 10 percent).

Projected Growth: 15-20 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be slower than the average for all occupations through the year 1999.

Projected Separations: 60-70 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply-Demand: Employers generally have little difficulty finding applicants who meet their hiring standards. This indicates a somewhat competitive outlook for qualified job seekers.

Secretaries--continued

Very Important Qualifications for Job Entry

Basic Skills

- English grammar and spelling skills
- Ability to work as part of a team
- Verbal communication skills
- Ability to perform routine, repetitive work
- Ability to perform basic mathematical calculations
- Ability to work independently
- Writing skills

Physical Abilities

- Ability to sit continuously for 2 or more hours
- Ability to lift at least 10 lbs

Other Qualifications

- Attention to detail
- Ability to work under pressure
- Problem solving skills
- Receptionist skills
- Ability to handle crisis situations
- Organizational and time management skills
- Record keeping skills

Nationwide Job Outlook

Employment of secretaries is expected to grow more slowly than the average for all occupations through the year 2005. Nevertheless, employment opportunities should be quite plentiful, especially for well-qualified and experienced secretaries, who, according to many employers, are in short supply. The very large size of the occupation, coupled with moderate turnover, generates several hundred thousand secretarial positions each year as experienced workers transfer to other occupations or leave the labor force. Also, demand for secretaries will rise as the economy grows and as more workers are employed in offices. The trend toward secretaries assuming more responsibilities traditionally reserved for managers and professionals should also stimulate demand. Nevertheless, large firms are experimenting with different methods of staffing their administrative support operations. In some cases, traditional secretarial duties are assigned to workers in other units or departments.

Where to Find More Information

California Occupational Guides:

See Secretaries

Occupational Outlook Handbook:

See Secretaries

Stock Clerks (Warehouse Workers)

Stock Clerks receive, store, and issue materials, equipment, and other items from stockroom, warehouse, or storage yard, and keep records and compile stock reports. Does not include Stockroom Laborers and workers whose primary duties involve shipping, weighing, and checking (OES 580230).

Training, Experience, and Other Requirements

- Almost all recent hires have completed high school.
- Most employers do not require prior experience.
- Promotions may lead to supervisory positions.
- Most jobs are 20-30 hours per week. Many jobs are 40 hours per week.
- Willingness to work weekends and nights may be important for job entry.

Wages and Fringe Benefits

New Hires/Inexp'd:	\$5.50 to \$6.75/hr	Median: \$5.50/hr
New Hires/Exp'd:	\$5.75 to \$9.00/hr	Median: \$6.50/hr
Exp'd/After 3 Years:	\$7.50 to \$14.50/hr	Median: \$8.50/hr

Almost all employers provide medical insurance and dental insurance. Most also provide a paid vacation, paid sick leave, and vision insurance. Many provide life insurance and a retirement plan. Some may provide benefits for part-time employees.

Getting the Training

Employers generally provide on-the-job training for this occupation.

Getting the Job

Most Warehouse Workers in Sonoma County are employed by retail and wholesale grocery stores, by hardware and building supply stores, and by warehouses and distribution centers. Most employers recruit applicants through newspaper advertisements and/or fill openings by hiring referrals from employees. Many also fill openings by hiring unsolicited applicants.

Employment Information

Occupation Size: Large. There are approximately 850-1,040 Warehouse Workers currently employed in Sonoma County. About 36 percent in California are female.

Annual Turnover: Estimated to be moderate (20-29 percent).

Projected Growth: 15-20 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be slower than the average for all occupations through the year 1999.

Projected Separations: 20-25 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply-Demand: Employers generally have no difficulty finding applicants who meet their hiring standards. This indicates a very competitive outlook for qualified job seekers.

Stock Clerks (Warehouse Workers)--continued

Very Important Qualifications for Job Entry

Basic Skills

- Ability to work as part of a team
- Ability to work independently

Physical Abilities

- Ability to stand continuously for 2 or more hours
- Ability to lift at least 50 lbs
- Ability to do strenuous, physically demanding work

Other Qualifications

- Attention to detail
- Problem solving skills
- Organizational and time management skills

Nationwide Job Outlook

Job prospects for stock clerks should be favorable even though employment is expected to grow more slowly than the average for all occupations through the year 2005. This occupation is very large, and many job openings will occur each year to replace stock clerks who transfer to other jobs or leave the labor force. Many jobs are entry-level, and therefore many vacancies are created by normal career progression. Growing use of computers for inventory control and new automated equipment are expected to slow growth in demand for stock clerks. This is especially true in manufacturing and in wholesale trade, the industries whose operations are most easily automated. In addition to computerized inventory control systems, firms in these industries are expected to rely more and more on sophisticated conveyor belts, automatic high stackers to store and retrieve goods, and automatic guided vehicles, which are battery powered and driverless.

Where to Find More Information

California Occupational Guides:

See Stock Clerks

Occupational Outlook Handbook:

See Stock Clerks

Systems Analysts, Electronic Data Processing

Also known as Computer Systems Analysts

Systems Analysts, Electronic Data Processing, analyze business, scientific, and technical problems for application to electronic data processing systems. Does not include persons working primarily as engineers, mathematicians, programmers, or scientists (OES 251020).

Training, Experience, and Other Requirements

- Many recent hires have completed four years of college. Others have completed high school and have acquired the necessary skills and experience independent of formal education or training.
- Almost all employers require prior experience.
- Promotions may lead to Senior Analyst and supervisory/management positions.
- Almost all jobs are 40 hours per week.
- Almost all employers report that computer database skills are important. Most report that spreadsheet and word processing skills are also important. Many report that desktop publishing and programming skills are important.

Getting the Training

Colleges and universities generally offer degree programs in computer science. In addition, certificate programs may be available. Refer to the Occupation-Training Index in the appendix of this publication for a list of schools/training providers who may offer related training.

Getting the Job

Computer Systems Analysts in Sonoma County are employed by a wide variety of industries, including government agencies, educational institutions, and computer-related firms. Some employers are union. Many employers fill openings by hiring referrals from employees and/or recruit applicants through newspaper advertisements. Some also hire referrals from schools and training programs. Some use Internet job listings or fill openings through in-house promotion or transfer.

Wages and Fringe Benefits

New Hires/Inexp'd:	\$14.50 to \$19.50/hr	Median: \$18.62/hr
New Hires/Exp'd:	\$15.00 to \$28.75/hr	Median: \$21.58/hr
Exp'd/After 3 Years:	\$19.50 to \$38.25/hr	Median: \$26.53/hr

Almost all employers provide medical insurance and a paid vacation. Most also provide paid sick leave, a retirement plan, and dental insurance. Many provide life insurance and vision insurance.

Employment Information

Occupation Size: Medium. There are approximately 100-200 Computer Systems Analysts currently employed in Sonoma County. About 29 percent in California are female.

Annual Turnover: Estimated to be very low (less than 10 percent).

Projected Growth: 25-35 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be much faster than the average for all occupations through the year 2001.

Projected Separations: Less than 10 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply-Demand: Employers generally have little difficulty finding inexperienced but qualified applicants, and some difficulty finding qualified applicants with prior experience. This indicates a somewhat competitive outlook for job seekers without prior experience, and a good outlook for those who are fully experienced.

Systems Analysts, Electronic Data Processing--continued

Very Important Qualifications for Job Entry

Knowledge

- Familiarity with programming languages and a broad knowledge of computer systems, technologies, and software applications.
- Knowledge of electric circuit boards, processors, chips, and computer hardware.

Skills

- Troubleshooting skills--determining what is causing an operating error and deciding what to do about it.
- Reading comprehension skills--understanding written sentences and paragraphs in work related documents.

Abilities

- Able to think logically, have good communication skills, and like working with ideas and people.
- Deal with a number of tasks simultaneously.
- Concentrate and pay close attention to detail.
- Communicate effectively with computer personnel, such as programmers and managers, as well as with other staff who have no technical or computer background.
- Understand and organize a problem and then to select a mathematical method or formula to solve the problem.
- Effectively communicate information and ideas in writing.

Other

- For jobs in a business environment, employers usually want systems analysts to have a background in business management or a closely related field.
- For jobs in scientifically oriented organizations, employers usually want systems analysts to have a background in the physical sciences, applied mathematics, or engineering.
- Completion of courses in computer programming or systems design.

Sources: O'NET 98 Database (early release) & Occupational Outlook Handbook

Nationwide Job Outlook

Computer scientists and systems analysts are growing faster than the average for all occupations through the year 2005. In addition, tens of thousands of job openings will result annually from the need to replace workers who move into managerial positions or other occupations or who leave the labor force. As more computing power is made available to the individual user, more computer scientists and systems analysts will be required to provide support. As users develop more sophisticated knowledge of computers, they become more aware of the machine's potential and better able to suggest how computers could be used to increase their own productivity and that of the organization. Increasingly, users are able to design and implement more of their own applications and programs. As technology continues to advance, computer scientists and systems analysts will continue to need to upgrade their levels of skill and technical expertise and their ability to interact with users will increase in importance.

Where to Find More Information

California Occupational Guides:

See Computer Systems Analysts

Occupational Outlook Handbook:

See Computer Scientists and Systems Analysts

Taxi Drivers & Chauffeurs

Taxi Drivers and Chauffeurs drive automobiles, limousines, custom built sedans, or hearses to transport passengers or cargo. They may drive automobiles for delivery. Does not include Ambulance Drivers and Bus Drivers (OES 971140).

Training, Experience, and Other Requirements

- Class B licensing is usually required prior to employment for this occupation. Once employed, a permit must be obtained from a local government authority.
- Of the employers surveyed, all report that recent hires have completed high school.
- Many employers do not require prior experience. Many others require some prior experience.
- Promotions may lead to Dispatcher or management positions.
- Most jobs are 20-25 hours per week. Some jobs are 40 hours per week.

Getting the Training

Employers generally provide on-the-job training for this occupation.

Getting the Job

Taxi Drivers and Chauffeurs in Sonoma County are employed by taxi and limousine companies, charter tour companies, car rental firms, hotels/motels, and social service agencies that provide transportation. Most employers recruit applicants through newspaper advertisements and/or fill openings by hiring referrals from employees. Some also hire unsolicited applicants and referrals from the Employment Development Department.

Wages and Fringe Benefits

New Hires/Inexp'd:	\$5.00 to \$8.50/hr	Median: \$6.33/hr
New Hires/Exp'd:	\$5.00 to \$10.00/hr	Median: \$7.00/hr
Exp'd/After 3 Years:	\$5.25 to \$13.00/hr	Median: \$8.50/hr

Most employers provide medical insurance. Many also provide a paid vacation and paid sick leave. Some provide a retirement plan, dental insurance, life insurance, and vision insurance. Few employers provide benefits for part-time employees.

Employment Information

Occupation Size: Small. There are approximately 260-300 Taxi Drivers and Chauffeurs currently employed in Sonoma County. Local surveys indicate that about 25 percent of the employment in this occupation is female.

Annual Turnover: Estimated to be low (10-19 percent).

Projected Growth: 30-40 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be the same as the average for all occupations through the year 2001.

Projected Separations: Less than 10 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply-Demand: Employers generally have little difficulty finding inexperienced but qualified applicants, and some difficulty finding qualified applicants with prior experience. This indicates a somewhat competitive outlook for job seekers without prior experience, and a good outlook for those who are fully experienced.

Taxi Drivers & Chauffeurs--continued

Very Important Qualifications for Job Entry

Knowledge

- Possess a chauffeur or taxi driver's license, requiring a knowledge of local geography, motor vehicle laws, safe driving practices, regulations governing taxicabs, and display some aptitude for being able to deal courteously with the public.
- Many localities are adding a test on English usage, usually in the form of listening comprehension. Applicants who do not pass the English exam must take an English course sponsored by the municipality.

Abilities

- Get along with many different types of people.
- Patient when waiting for passengers, dealing with rude customers, and driving in heavy and congested traffic.
- Dependable, responsible, and self-motivated.

Physical

- Ability to pass a physical exam.
- Ability to sit continuously for two or more hours.

Other

- Possess a good driving record.
- Possess a good credit record.
- Possess a clean criminal record.
- Many companies require a higher minimum age than required by law.

Sources: O'NET 98 Database (early release) & Occupational Outlook Handbook

Nationwide Job Outlook

Persons seeking jobs as taxi drivers and chauffeurs should encounter good opportunities. Thousands of job openings will occur each year as drivers transfer to other occupations or leave the labor force. However, driving jobs vary greatly in terms of earnings, work hours, and working conditions. Because driving does not require education beyond high school, competition is expected for jobs that offer regular hours and attractive earnings and working conditions. Opportunities should be best for persons with good driving records who are able to be flexible in their work schedules. Employment of taxi drivers and chauffeurs is expected to grow faster than the average for all occupations through the year 2005 as local and intercity travel increases with population growth. Opportunities should be best in metropolitan areas that are growing rapidly.

Where to Find More Information

California Occupational Guides:

Not Available

Occupational Outlook Handbook:

See Taxi Drivers and Chauffeurs

Teachers, Elementary

Elementary School Teachers teach elementary (first through eighth grade) pupils in public or private schools basic academic, social, and other formative skills. Does not include special education teachers who teach only handicapped pupils (OES 313050).

Training, Experience, and Other Requirements

- A credential is required to teach in California's public schools; contact the California Commission on Teacher Credentialing for information.
- Most recent hires have completed about six years of college, although four years of college is acceptable for many private schools.
- Some employers report that they always require prior experience.
- Promotions generally take the form of higher pay. With the appropriate education, some may become administrators or principals.
- Almost all jobs average 40 or more hours per week, nine months per year. Some jobs (substitute and part-time) are 15-20 hours per week.
- Many employers report that bilingual and computer skills are becoming increasingly important.

Getting the Training

Colleges and universities often offer graduate programs in teacher education. Refer to the Occupation-Training Index for information on the school(s) or training provider(s) who may offer related training.

Getting the Job

Elementary Teachers are employed by public school districts and private schools. Most employers recruit applicants through newspaper advertisements. Many also fill openings by hiring referrals from employees and/or schools and training programs.

Wages and Fringe Benefits

Most public school teachers earn from \$23,000 to \$28,000 per year for new hires without prior experience, and from \$28,000 to \$36,000 per year for experienced teachers after three years on the job. Those who have gained additional education and experience may earn over \$40,000 per year. Most private school teachers earn from \$14,000 to \$25,000 per year.

Almost all employers provide medical insurance and other benefits, including paid sick leave, dental insurance, and a retirement plan. Most also provide vision insurance. Many provide life insurance. Some provide a paid vacation. Some employers may provide benefits for part-time employees (not including substitutes).

Employment Information

Occupation Size: Very Large. There are approximately 2,330-2,845 Elementary Teachers currently employed in Sonoma County. About 77 percent in California are female.

Annual Turnover: Estimated to be low (10-19 percent).

Projected Growth: 40-60 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be much faster than the average for all occupations through the year 1999.

Projected Separations: 35-45 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply-Demand: Employers generally have little difficulty finding qualified applicants who meet their hiring standards. However, the current trend in California toward class size reduction should soon be reflected in general teacher shortages, indicating a good outlook for credentialed teachers. However, math, science, and bilingual teachers should continue to be in great demand.

Teachers, Elementary--continued

Very Important Qualifications for Job Entry

Physical Abilities

- Ability to stand continuously for 2 or more hours
- Ability to sit continuously for 2 or more hours
- Ability to pass a pre-employment medical exam
- Ability to lift at least 50 lbs.
- Ability to do strenuous, physically demanding work

Other Qualifications

- Attention to detail
- Problem solving skills
- Ability to handle crisis situations
- Organizational and time management skills
- Ability to plan and organize the work of others
- Ability to work under pressure
- Trained in CPR and first aid techniques
- Supervisory skills
- Record keeping skills
- Multi-cultural familiarity
- Willingness to participate in drug testing

Nationwide Job Outlook

Average employment growth is projected for kindergarten and elementary school teachers through the year 2005. If relatively little change in average class size continues, employment growth of teachers will depend on the rates of population growth and corresponding student enrollments. Job openings for all teachers are expected to increase substantially by the end of the decade as the large number of teachers now in their forties and fifties reach retirement age. The supply of teachers also is expected to increase in response to reports of improved job prospects, more teacher involvement in school policy, greater public interest in education, and higher salaries. In fact, enrollments in teacher training programs already have increased in recent years. However, some central cities and rural areas have difficulty attracting enough teachers, so job prospects should continue to be better in these areas than in suburban districts.

Where to Find More Information

California Occupational Guides:

See Elementary School Teachers

Occupational Outlook Handbook:

See School Teachers-Kindergarten, Elementary, and Secondary

Teachers, Preschool

Preschool Teachers instruct preschool pupils in public or private schools in elemental, physical, mental, and developmental skills. Does not include Instructional Aides or workers whose primary function is child care (OES 313021).

Training, Experience, and Other Requirements

- Most recent hires have completed one or two years of college, including 12 units of Early Childhood Education (ECE).
- Some employers report that they always require prior experience.
- Promotions may lead to positions such as Head Teacher, Assistant Director, and Director.
- Many jobs are 40 hours per week. Many other jobs are part-time or on-call, ranging from 10-30 hours per week.
- Willingness to work part-time, on-call, and overtime is important for job entry.
- Some employers report that computer skills are becoming increasingly important.

Getting the Training

Most community colleges offer courses in Early Childhood Education. Refer to the Occupation-Training Index for information on the school(s) or training provider(s) who may offer related training.

Getting the Job

Most Preschool Teachers in Sonoma County are employed by private schools with pre-kindergarten programs. Almost all employers recruit applicants through newspaper advertisements. Most also fill openings through in-house promotion and/or by hiring employee referrals and unsolicited applicants. Many fill openings by hiring school referrals.

Wages and Fringe Benefits

New Hires/Inexp'd:	\$5.50 to \$9.75/hr	Median: \$7.00/hr
New Hires/Exp'd:	\$7.25 to \$11.50/hr	Median: \$8.00/hr
Exp'd/After 3 Years:	\$8.00 to \$13.00/hr	Median: \$10.00/hr

Almost all employers provide medical insurance and other benefits, including a paid vacation and paid sick leave. Most also provide dental insurance. Many provide child care and vision insurance. Some provide a retirement plan. Some employers may provide benefits for part-time employees.

Employment Information

Occupation Size: Medium. There are approximately 260-320 currently employed in Sonoma County. About 97 percent in California are female.

Annual Turnover: Estimated to be low (10-19 percent).

Projected Growth: Less than 10 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be slower than the average for all occupations through the year 1999.

Projected Separations: Less than 10 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply-Demand: Employers generally have little difficulty finding inexperienced but qualified applicants, and some difficulty finding qualified applicants with prior experience. This indicates a somewhat competitive outlook for job seekers without prior experience, and a good outlook for those who are fully experienced.

Teachers, Preschool--continued

Very Important Qualifications for Job Entry

Basic Skills

- Ability to work as part of a team
- Verbal communication skills
- Ability to work independently
- English grammar and spelling skills
- Writing skills
- Ability to perform routine, repetitive work
- Ability to perform basic mathematical calculations

Physical Abilities

- Ability to pass a pre-employment medical exam
- Ability to stand continuously for 2 or more hours
- Ability to do strenuous, physically demanding work
- Ability to lift at least 50 lbs

Other Qualifications

- Trained in CPR and first aid techniques
- Ability to handle crisis situations
- Problem solving skills
- Multi-cultural familiarity
- Ability to work under pressure
- Organizational and time management skills
- Attention to detail
- Supervisory skills
- Record keeping skills
- Ability to plan and organize the work of others
- Possess good DMV driving record
- Willingness to participate in drug testing

Nationwide Job Outlook

Employment of preschool workers is projected to increase much faster than the average for all occupations through the year 2005. Job openings should be plentiful as many preschool workers leave the occupation each year for other jobs, family responsibilities, or other reasons. The relatively high turnover, combined with an increased demand for preschool workers, is expected to create many openings. Qualified persons who are interested in this work should have little trouble finding and keeping a job. Despite a slight decline in the number of children age 5 and under, the proportion of youngsters in daycare and preschool is expected to increase, reflecting a shift in the type of child-care arrangements parents choose.

Where to Find More Information

California Occupational Guides:

See Preschool Teachers

Occupational Outlook Handbook:

See Preschool Workers

Teachers, Secondary

Secondary School Teachers instruct students in public or private high schools in one or more subjects, such as English, mathematics, or social studies. Includes vocational teachers. Does not include special education teachers (OES 313080).

Training, Experience, and Other Requirements

- A credential is required to teach in California's public schools; contact the California Commission on Teacher Credentialing for information.
- Most recent hires have completed about six years of college, although four years of college is acceptable for many private schools.
- Most employers do not require prior experience.
- Promotions generally take the form of higher pay. With the appropriate education, some may become administrators or principals.
- Almost all jobs average 40 or more hours per week, nine months per year. Some jobs (substitute and part-time) are 15-20 hours per week.
- Many employers report that bilingual and computer skills are becoming increasingly important.

Getting the Training

Colleges and universities often offer graduate programs in teacher education. Refer to the Occupation-Training Index for information on the school(s) or training provider(s) who may offer related training.

Getting the Job

Secondary Teachers are employed by public school districts and private schools. Most employers recruit applicants through newspaper advertisements and/or fill openings by hiring referrals from employees. Many also fill openings by hiring referrals from schools and training programs.

Wages and Fringe Benefits

Most public school teachers earn from \$24,000 to \$28,000 per year for new hires without prior experience, and from \$28,000 to \$45,000 per year for experienced teachers after three years on the job. Most private school teachers earn from \$18,000 to \$32,000 per year.

Almost all employers provide medical insurance and other benefits, including paid sick leave, dental insurance, and a retirement plan. Most also provide vision insurance. Many provide life insurance and a paid vacation. Some employers may provide benefits for part-time employees (not including substitutes).

Employment Information

Occupation Size: Very Large. There are approximately 1,095-1,335 Secondary Teachers currently employed in Sonoma County. About 53 percent in California are female.

Annual Turnover: Estimated to be very low (less than 10 percent).

Projected Growth: 20-25 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be the same as the average for all occupations through the year 1999.

Projected Separations: 15-20 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply-Demand: Employers generally have little difficulty finding qualified applicants who meet their hiring standards. However, math, science, and bilingual teachers will continue to be in great demand.

Teachers, Secondary--continued

Very Important Qualifications for Job Entry

Physical Abilities

- Ability to stand continuously for 2 or more hours
- Ability to lift at least 10 lbs.
- Ability to sit continuously for 2 or more hours
- Ability to pass a pre-employment medical exam

Other Qualifications

- Ability to work under pressure
- Ability to handle crisis situations
- Organizational and time management skills
- Problem solving skills
- Attention to detail
- Ability to plan and organize the work of others
- Supervisory skills
- Trained in CPR and first aid techniques
- Record keeping skills
- Multi-cultural familiarity
- Willingness to participate in drug testing

Nationwide Job Outlook

Employment of secondary school teachers is expected to grow faster than the average for all occupations through the year 2005. Assuming relatively little change in average class size, employment growth of teachers depends on the rates of population growth and corresponding student enrollments. The population of 14- to 17-year-olds is expected to experience relatively strong growth through the year 2005, spurring demand for secondary school teachers. Job openings for all teachers are expected to increase substantially by the end of the decade. This is because of the large number of teachers now in their forties and fifties who will reach retirement age. The supply of teachers also is expected to increase in response to reports of improved job prospects, more teacher involvement in school policy, greater public interest in education, and higher salaries. In fact, enrollments in teacher training programs already have increased in recent years. Some central cities and rural areas have difficulty attracting enough teachers, so job prospects should continue to be better in these areas than in suburban districts.

Where to Find More Information

California Occupational Guides:

See Secondary School Teachers

Occupational Outlook Handbook:

See School Teachers-Kindergarten, Elementary, and Secondary

Teachers, Special Education

Special Education Teachers teach elementary and secondary school subjects to educationally and physically handicapped students. Includes teachers who specialize and work with audibly and visually handicapped students and those who teach basic academic and life processes skills to the mentally retarded (OES 313110).

Also known as Special Day Class Teachers and Resource Specialists

Training, Experience, and Other Requirements

- A credential is required to teach in California's public schools; contact the California Commission on Teacher Credentialing for information.
- Most recent hires have completed about six years of college, although four years of college is acceptable for many private schools.
- Some Special Education Teachers specialize in teaching basic academic and living skills to students with emotional or mental impairments or learning disabilities. Others specialize in teaching elementary and secondary school subjects to physically, visually, and hearing impaired students.
- Many employers report that they do not require prior experience. Many others require one to two years of prior experience.
- Promotions may lead to administrator positions.
- Almost all jobs are 35-40 hours per week. Some jobs are 20-30 hours per week.

Getting the Training

Colleges and universities may offer graduate programs in teacher education. Refer to the Occupation-Training Index in the appendix of this publication for a list of schools/training providers who may offer related training.

Getting the Job

Special Education Teachers in Sonoma County are employed by public school districts and private schools. Almost all employers are union. Of the employers surveyed, all report that they recruit applicants through newspaper advertisements. Most also hire referrals from schools and training programs.

Wages and Fringe Benefits

Most public Special Education Teachers earn from \$24,000 to \$29,000 per year for new hires without prior experience and from \$28,000 to \$46,000 per year for experienced teachers after three years on the job. Those who have gained additional education and experience may earn up to \$50,000 per year. Some private schools may pay somewhat less.

Of the employers surveyed, all report that they provide medical insurance. Most also provide dental insurance, paid sick leave, vision insurance, and a retirement plan. Many provide a paid vacation. Some provide life insurance. Most employers provide benefits for part-time employees.

Employment Information

Occupation Size: Large. There are approximately 300-350 Special Education Teachers currently employed in Sonoma County. About 82 percent in California are female.

Annual Turnover: Estimated to be very low (less than 10 percent).

Projected Growth: 40-45 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be the same as the average for all occupations through the year 2001.

Projected Separations: Less than 10 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply-Demand: Employers generally have some difficulty finding applicants who meet their hiring standards. This indicates a good outlook for qualified job seekers.

Teachers, Special Education--continued

Very Important Qualifications for Job Entry

Knowledge

- Knowledge of instructional methods and training techniques including curriculum design principles, learning theory, group and individual techniques, design of individual development plans, and test design principles.
- Knowledge of educational psychology, legal issues of special education, child growth and development, and knowledge and skills needed for teaching students with disabilities.

Skills

- Teaching skills--instructing others how to do something.
- Learning strategies skills--using multiple approaches when learning or teaching new things.
- Speaking skills--talking to others to effectively convey information.
- Being aware of others' reactions and understanding why they react the way they do.
- Many employers report that computer word processing skills are important. A few report that database and spreadsheet skills are also important.

Work Activities

- Identifying educational needs, developing formal training programs or classes, and teaching or instructing others.

Sources: O'NET 98 Database (early release) & Occupational Outlook Handbook

Nationwide Job Outlook

Special education teachers have excellent job prospects, as many school districts report shortages of qualified teachers. Job outlook varies by geographic area and subject specialty. Positions in rural areas and inner cities are more plentiful than job openings in suburban or wealthy urban areas. Also, job opportunities may be better in certain specialties--such as multiple disabilities, mental retardation, visual impairment, learning disabilities, and preschool special education--due to the considerable shortages of teachers in these fields. Special education teachers who are bilingual or have multicultural experience are also needed to work with an increasingly diverse student population. Employment of special education teachers is expected to increase much faster than the average for all occupations through the year 2005, spurred by continued growth in the number of special education students needing services, legislation emphasizing training and employment for individuals with disabilities, growing public interest in individuals with special needs, and educational reform. Many job openings also arise when special education teachers switch to general education or change careers altogether. Job openings stemming from rapid employment growth and job turnover, coupled with a declining number of graduates from special education teaching programs, are expected to result in a favorable job market for special education teachers.

Where to Find More Information

California Occupational Guides:

See Special Educations Teachers

Occupational Outlook Handbook:

See Special Education Teachers

Telecommunications Technicians

Telecommunications Technicians install, test, maintain, troubleshoot, and repair a wide variety of telecommunications equipment used for transmitting voices and data across long distances.

Training, Experience, and Other Requirements

- Almost all recent hires have completed one to two years of college.
- Some employers report that they always require prior experience.
- Promotions may lead to supervisory or management positions.
- Almost all jobs are 40-50 hours per week.
- Willingness to work overtime, weekends, on-call, and nights is important for job entry.
- Many employers report that computer skills and knowledge of testing equipment are becoming increasingly important. Software skills should include word processing, spreadsheet, database, and desktop publishing.

Getting the Training

Certificate and degree programs usually require up to two years of college or vocational training. Refer to the Occupation-Training Index for information on the school(s) or training provider(s) who may offer related training in electronic engineering technology.

Getting the Job

Telecommunications Technicians in Sonoma County are employed in a wide variety of industries, including telephone and long distance services, cellular telephone services, satellite communication services, telecommunications equipment installation contractors, and electronics equipment manufacturers and retailers. Most employers recruit applicants through newspaper advertisements. Many also fill openings by hiring referrals from schools and training programs.

Wages and Fringe Benefits

New Hires/Inexp'd:	\$7.25 to \$12.00/hr	Median: \$10.00/hr
New Hires/Exp'd:	\$10.00 to \$19.25/hr	Median: \$14.69/hr
Exp'd/After 3 Years:	\$16.00 to \$25.00/hr	Median: \$20.00/hr

Almost all employers provide medical insurance. Most also provide dental insurance, paid sick leave, and a paid vacation. Many provide a retirement plan and life insurance. Some provide vision insurance.

Employment Information

Occupation Size: Small. There are approximately 50-100 Telecommunications Technicians currently employed in Sonoma County. About 10 percent in Sonoma County are female.

Annual Turnover: Estimated to be very low (less than 10 percent).

Projected Growth: Less than 10 projected job openings per year due to a net increase in occupation size. (Insufficient data to project growth rate.)

Projected Separations: Less than 10 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply-Demand: Employers generally have some difficulty finding inexperienced but qualified applicants, and considerable difficulty finding qualified applicants with prior experience. This indicates a good outlook for job seekers without prior experience, and a very good outlook for those who are fully experienced.

Telecommunications Technicians--continued

Very Important Qualifications for Job Entry

Basic Skills

- Verbal communication skills
- Ability to perform basic mathematical calculations
- Ability to work independently
- Ability to work as part of a team
- English grammar and spelling skills
- Writing skills
- Ability to perform routine, repetitive work

Physical Abilities

- Ability to stand continuously for 2 or more hours
- Ability to do strenuous, physically demanding work
- Ability to sit continuously for 2 or more hours
- Ability to lift at least 50 lbs
- Ability to pass a pre-employment medical exam

Other Qualifications

- Attention to detail
- Problem solving skills
- Record keeping skills
- Ability to work under pressure
- Organizational and time management skills
- Willingness to participate in drug testing
- Ability to plan and organize the work of others
- Multi-cultural familiarity
- Ability to handle crisis situations
- Supervisory skills
- Possess good DMV driving record

Nationwide Job Outlook

Employment of communications equipment mechanics is expected to decline sharply through the year 2005. The telephone industry has almost completed a dramatic transformation from an electromechanical system to a completely electronic one. Digital systems, the most recent version of electronic switching, use computers and software to switch calls. Fewer workers are needed for maintenance and repair because the new systems are more reliable and compact and permit more efficient, centralized maintenance. In addition, the systems have self-diagnosing features which detect the source of problems and direct repairers to the defective part, which usually can simply be replaced. Once the transformation of the system has been completed, some time before 2005, the need for installers will drop sharply. Decreased labor requirements due to improved technology have already caused some layoffs of communications equipment mechanics. Efficiencies resulting from consolidations and mergers of cable and telephone companies and pressure to reduce costs in the competitive environment following additional deregulation of the industry could cause further decreases in employment.

Where to Find More Information

California Occupational Guides:

See Telecommunications Occupations

See also Electrical and Electronic Engineering Technicians

Occupational Outlook Handbook:

See Communications Equipment Mechanics

Tellers

Tellers receive and pay out money, and keep records of money and negotiable instruments involved in various financial institutions' transactions (OES 531020).

Training, Experience, and Other Requirements

- Most recent hires have completed high school. Many have completed one to two years of college.
- Most employers do not require prior experience.
- Promotions may lead to Head Teller, New Accounts Representative, or management positions.
- Many jobs are 40 hours per week. Many other jobs are 20-25 hours per week.
- Some employers report that computer skills are becoming increasingly important.

Getting the Training

Employers generally provide on-the-job training for this occupation.

Getting the Job

Tellers in Sonoma County are employed by banks, savings and loan institutions, and credit unions. Most employers recruit applicants through newspaper advertisements. Many also hire referrals from school contacts and/or hire unsolicited applicants.

Wages and Fringe Benefits

New Hires/Inexp'd:	\$7.00 to \$8.25/hr	Median: \$7.49/hr
New Hires/Exp'd:	\$7.50 to \$9.00/hr	Median: \$8.50/hr
Exp'd/After 3 Years:	\$9.00 to \$12.00/hr	Median: \$9.80/hr

For Full-Time Employees: Of the employers surveyed, all report that they provide medical insurance. Almost all also provide dental insurance. Most provide a paid vacation, paid sick leave, a retirement plan, life insurance, and vision insurance.

For Part-Time Employees: Many employers provide medical insurance and dental insurance. Some also provide paid sick leave, a paid vacation, life insurance, a retirement plan, and vision insurance.

Employment Information

Occupation Size: Large. There are approximately 665-815 Tellers currently employed in Sonoma County. About 81 percent in California are female. However, local surveys indicate that about 30 percent of the employment in this occupation is female.

Annual Turnover: Estimated to be low (10-19 percent).

Projected Growth: A slow decline is projected through the year 2001.

Projected Separations: 30-35 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply-Demand: Employers generally have little difficulty finding applicants who meet their hiring standards. This indicates a somewhat competitive outlook for qualified job seekers.

Tellers--continued

Very Important Qualifications for Job Entry

Knowledge

- Explain, promote, or sell products or services, such as travelers checks, savings bonds, money orders, and cashier's checks.

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Abilities

- Balance currency, coin, and checks in cash drawer at end of shift and calculate daily transactions.
- Cash checks and pay out money after verification of signatures and customer balances.
- Receive checks and cash for deposit, verify amount, and examine checks for endorsements.
- Count currency, coins, and checks received for deposit, shipment to branch banks, or Federal Reserve Bank by hand or currency-counting machine.
- Enter customer transactions into computer and issue computer-generated receipts.
- Examine coupons and bills presented for payment to verify issue, payment date, and amount due.
- Remove deposits from automated teller machines and night depository, and count and balance cash in them.

Source: O'NET 98 Database (early release)

Nationwide Job Outlook

Opportunities for employment as a bank teller should be good for qualified applicants. While employment of bank tellers is expected to decline through the year 2005 and growth will not contribute to opportunities, many job openings should arise from the need to replace tellers who transfer to other occupations or stop working. Replacement needs will create many opportunities because the occupation is large and because the job turnover rate is high. Banks should continue to have difficulty finding prospective tellers with the desired skills, particularly as the duties of these workers become more complex.

Where to Find More Information

California Occupational Guides:

See Tellers

Occupational Outlook Handbook:

See Bank Tellers

Traffic, Shipping & Receiving Clerks

Traffic, Shipping, and Receiving Clerks verify and keep records on incoming and outgoing shipments and prepare items for shipment. Duties include assembling, addressing, stamping, and shipping merchandise or material, receiving, unpacking, verifying, and recording incoming merchandise or material, and arranging for the transportation of products. Does not include Stock Clerks, and workers whose primary duties involve weighing and checking (OES 580280).

Also known as Shipping and/or Receiving Clerks

Training, Experience, and Other Requirements

- Many recent hires have completed high school. Many others have completed one to two years of college or vocational training.
- Most employers do not require prior experience.
- A few positions are filled by promoting from positions such as Material Handler, Warehouse Worker, or Laborer.
- Willingness to participate in drug testing may be important. Some employers report that attention to detail skills are in short supply.
- Some employers also report that forklift experience and/or certification may be important for job entry.
- Promotions may lead to Counter Sales or supervisory positions.
- Most jobs are 40 hours per week. Some jobs are on-call, 20-30 hours per week.

Getting the Training

Employers generally provide on-the-job training for this occupation.

Getting the Job

Most Shipping and Receiving Clerks in Sonoma County are employed by warehouses, manufacturers, wholesalers, and the U.S. Postal Service. Almost all employers recruit applicants through newspaper advertisements. Many fill openings by hiring referrals from employees and/or through in-house promotion. Some fill openings by hiring referrals from private employment agencies and/or the Employment Development Department.

Wages and Fringe Benefits

New Hires/Inexp'd:	\$5.75 to \$9.00/hr	Median: \$6.75/hr
New Hires/Exp'd:	\$6.50 to \$11.00/hr	Median: \$8.00/hr
Exp'd/After 3 Years:	\$8.00 to \$13.50/hr	Median: \$9.75/hr

Almost all employers provide medical insurance and other benefits, including a paid vacation, paid sick leave, dental insurance, and life insurance. Most also provide a retirement plan. Many provide vision insurance.

Employment Information

Occupation Size: Very Large. There are approximately 1,325-1,620 Shipping and Receiving Clerks currently employed in Sonoma County. About 27 percent in California are female.

Annual Turnover: Estimated to be low (10-19 percent).

Projected Growth: 35-40 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be faster than the average for all occupations through the year 1999.

Projected Separations: 15-20 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply-Demand: Employers generally have little difficulty finding applicants who meet their hiring standards. This indicates a somewhat competitive outlook for qualified job seekers.

Traffic, Shipping & Receiving Clerks--continued

Very Important Qualifications for Job Entry

Basic Skills

- Ability to work as part of a team
- Verbal communication skills
- Ability to work independently

Physical Abilities

- Ability to lift at least 10 lbs

Other Qualifications

- Record keeping skills
- Organizational and time management skills

Nationwide Job Outlook

Employment of traffic, shipping, and receiving clerks is expected to grow about as fast as the average for all occupations through the year 2005. Automation and other productivity improvements may enable these clerks to handle materials more efficiently, thereby reducing potential employment opportunities. Because employment in material recording, scheduling, dispatching, and distributing occupations is substantial, workers who leave the labor force or transfer to other occupations are expected to create many thousands of job openings each year.

Where to Find More Information

California Occupational Guides:

See Shipping and Receiving Clerks

Occupational Outlook Handbook:

See Traffic, Shipping, and Receiving Clerks

Travel Agents

Also known as Travel Consultants

Travel Agents plan entire trips for customers of their travel agency. Their duties include determining destinations, modes of transportation, travel dates, costs, accommodations required, and planning, describing, or selling itinerary package tours. Travel Agents may specialize in foreign or domestic service, individual or group travel, specific geographical area, airplane charters, or package tours (OES 430210).

Training, Experience, and Other Requirements

- Many recent hires have completed one to two years of college.
- Most employers require prior experience.
- Promotions may lead to supervisory or management positions.
- Many jobs are 40 hours per week. Some jobs are about 20 hours per week.
- Most employers report that computer word processing skills are important. Many report that airline software skills are also important.

Wages and Fringe Benefits

New Hires/Inexp'd:	\$6.00 to \$8.75/hr	Median: \$6.90/hr
New Hires/Exp'd:	\$7.00 to \$10.25/hr	Median: \$8.10/hr
Exp'd/After 3 Years:	\$8.00 to \$12.00/hr	Median: \$9.11/hr

Note: Travel Agents may receive commissions.

Travel Agents generally receive substantial discounts on their own travel costs. Many employers provide medical insurance. Most also provide a paid vacation. Many provide paid sick leave. Some provide dental insurance. A few provide a retirement plan. Few employers provide benefits for part-time employees.

Getting the Training

Employers generally provide on-the-job training for this occupation, although certificate programs are available. Refer to the Occupation-Training Index in the appendix of this publication for a list of schools/training providers who may offer related training.

Getting the Job

Travel Agents in Sonoma County are employed by travel agencies and tour operators. Many employers recruit applicants through newspaper advertisements. Many others also hire unsolicited applicants and/or referrals from schools and training programs.

Employment Information

Occupation Size: Small. There are approximately 275-350 Travel Agents currently employed in Sonoma County. Local surveys indicate that about 90 percent of the employment in this occupation is female.

Annual Turnover: Estimated to be very low (less than 10 percent).

Projected Growth: 15-20 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be slower than the average for all occupations through the year 2001.

Projected Separations: Less than 10 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply-Demand: Employers generally have little difficulty finding inexperienced but qualified applicants, and some difficulty finding qualified applicants with prior experience. This indicates a somewhat competitive outlook for job seekers without prior experience, and a good outlook for those who are fully experienced.

Travel Agents--continued

Very Important Qualifications for Job Entry

Knowledge

- Knowledge of geography and various methods for describing geographic locations, including their physical locations, relationships, and characteristics.
- Knowledge of customer service principles and processes.
- Knowledge of transportation alternatives, including air, rail, sea, and road, including their relative costs, advantages, and limitations.
- Knowledge of foreign languages and world history.
- Previous travel experience.

Skills

- Ability to be very exact, highly accurate, and thorough.
- Office and computer skills.

Abilities

- Communicate information and ideas in speaking so others will understand.

Work Activities

- Sales--convincing others to buy travel services, or otherwise changing their minds or actions.

Physical

- Ability to sit continuously for two or more hours.

Source: O'NET 98 Database (early release) & Occupational Outlook Handbook

Nationwide Job Outlook

Employment of travel agents is expected to grow faster than the average for all occupations through the year 2005. Many job openings will arise as new agencies open and existing agencies expand, but most openings will occur as experienced agents transfer to other occupations or leave the labor force. Spending on travel is expected to increase significantly through the year 2005. As business activity expands, so will business-related travel. Employment of managerial, professional specialty, and sales representative occupations--those who do most business travel--is projected to grow at least as fast as the average. Also, with rising household incomes, smaller families, and an increasing number of older people who are more likely to travel, more people are expected to travel on vacation than in the past. In fact, many people take more than one vacation a year. Charter flights and larger, more efficient planes have brought air transportation within the budgets of more people. Also, the easing of Government regulation of air fares and routes has fostered greater competition among airlines, resulting in more affordable service. In addition, American travel agents organize tours for the growing number of foreign visitors. Although most travel agencies now have automated reservation systems, this has not weakened demand for travel agents. Some developments, however, may reduce opportunities for travel agents in the future. The development of on-line computer systems has allowed people with access to such systems to make their own travel arrangements. Suppliers of travel services are increasingly able to make their services available through less conventional means, such as electronic ticketing machines and remote ticket printers.

Where to Find More Information

California Occupational Guides:

See Travel Agents

Occupational Outlook Handbook:

See Travel Agents

Truck Drivers, Heavy or Tractor Trailer

Heavy or Tractor Trailer Truck Drivers drive tractor-trailer combinations or trucks with a capacity of more than three tons to transport and deliver goods, livestock, or materials in liquid, loose or packaged form. They may be required to unload trucks (OES 971020).

Training, Experience, and Other Requirements

- Class A or B licensing is usually required prior to employment for this occupation.
- Almost all recent hires have completed high school.
- Almost all employers require prior experience.
- Promotions may lead to Dispatcher or supervisory/management positions, or may take the form of self-employment.
- Almost all jobs are 40-50 hours per week.

Wages and Fringe Benefits

New Hires/Inexp'd: Insufficient Data
New Hires/Exp'd: \$9.50 to \$16.00/hr Median: \$11.05/hr
Exp'd/After 3 Years: \$11.00 to \$25.00/hr Median: \$13.50/hr

Almost all employers provide medical insurance and other benefits, including a paid vacation and dental insurance. Most also provide a retirement plan and life insurance. Many provide vision insurance and paid sick leave.

Getting the Training

Certificate programs range in length from two to four months, although some employers provide on-the-job training.

Getting the Job

Heavy or Tractor Trailer Truck Drivers in Sonoma County are employed by trucking firms, wholesalers, and food/beverage distributors. A few employers are union. Some are also self-employed. Most employers recruit applicants through newspaper advertisements and/or fill openings by hiring referrals from employees. Most also hire unsolicited applicants. Some fill openings through in-house promotion and/or hire referrals from the Employment Development Department.

Employment Information

Occupation Size: Very Large. There are approximately 1,225-1,495 Heavy or Tractor Trailer Truck Drivers currently employed in Sonoma County. About 6 percent in California are female.

Annual Turnover: Estimated to be low (10-19 percent).

Projected Growth: 10-20 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be slower than the average for all occupations through the year 2001.

Projected Separations: 15-25 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply-Demand: Employers generally have little difficulty finding applicants who meet their hiring standards. This indicates a somewhat competitive outlook for qualified job seekers.

Truck Drivers, Heavy or Tractor Trailer--continued

Very Important Qualifications for Job Entry

Skills

- Drive tractor-trailer combination or truck with capacity of more than 3 tons to transport and deliver cargo.
- Check truck emergency equipment, such as flares and fire extinguishers, to ensure equipment is present and in working order.
- Maneuver truck into loading or unloading position, according to signals from loading crew.

Abilities

- Maintain truck log according to state and federal regulations.
- Maintain radio or telephone contact with base or supervisor to receive instructions.
- Keep record of materials and products transported.
- Prepare cargo for transport by packing, wrapping, or securing it.

Other

- Receive and examine work assignments from base or supervisor to pickup and/or deliver goods.
- Clean, inspect, and service vehicle.
- Obtain customer signature, receipts and freight bills, or collect payment for goods delivered and delivery charges.
- Submit receipts, bills, and/or money collected to supervisor.

Source: O'NET 98 Database (early release)

Nationwide Job Outlook

Employment of truckdrivers is expected to increase about as fast as the average for all occupations through the year 2005 as the economy grows and the amount of freight carried by trucks increases. However, increased integration of truck and railroad long-distance freight transportation should continue to slow somewhat the growth of truckdriver jobs. Trailers are expected increasingly to be carried between distant regions on trains, thus requiring truckdrivers only to deliver and pick them up at rail depots. Perishable goods should continue to be shipped long distance by truck. Average growth of local and long-distance truckdriver employment should outweigh the slow growth in driver-sales worker jobs. The number of truckdrivers with sales responsibilities is expected to increase slowly because companies are increasingly splitting their responsibilities among other workers, shifting sales, ordering, and customer service tasks to sales and office staffs, and using regular truckdrivers to make deliveries to customers.

Where to Find More Information

California Occupational Guides:

See Truck Drivers, Heavy

Occupational Outlook Handbook:

See Truckdrivers

Truck Drivers, Light & Delivery

Also known as Route Drivers

Light Truck Drivers, including Delivery and Route Workers, drive vehicles with a capacity under 3 tons. They deliver or pick up merchandise and may load and unload trucks. Does not include workers whose duties include sales (OES 971050).

Training, Experience, and Other Requirements

- Almost all recent hires have completed high school.
- Most employers do not require prior experience.
- Promotions may lead to supervisory/management or sales positions.
- Almost all jobs are 40 hours per week. Some jobs are part-time or on-call, 20-40 hours per week.
- Willingness to participate in drug testing may be important.

Wages and Fringe Benefits

New Hires/Inexp'd:	\$5.00 to \$10.00/hr	Median: \$6.50/hr
New Hires/Exp'd:	\$5.50 to \$10.50/hr	Median: \$7.50/hr
Exp'd/After 3 Years:	\$7.00 to \$15.50/hr	Median: \$10.25/hr

Most employers provide medical insurance. Most also provide a dental insurance, vision insurance, paid vacation, paid sick leave, and a retirement plan. Many provide life insurance. Some may provide benefits for part-time employees.

Getting the Training

Employers generally provide on-the-job training for this occupation.

Getting the Job

Light Truck and Delivery Drivers in Sonoma County are employed in a wide variety of industries that provide delivery services. Most employers fill openings by hiring referrals from employees. Most also recruit applicants through newspaper advertisements. Many fill openings by hiring unsolicited applicants.

Employment Information

Occupation Size: Very Large. There are approximately 1,460-1,785 Light Truck Drivers currently employed in Sonoma County. About 6 percent in California are female.

Annual Turnover: Estimated to be low (10-19 percent).

Projected Growth: 50-60 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be much faster than the average for all occupations through the year 1999.

Projected Separations: 25-30 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply-Demand: Employers generally have little difficulty finding applicants who meet their hiring standards. This indicates a somewhat competitive outlook for qualified job seekers.

Truck Drivers, Light & Delivery--continued

Very Important Qualifications for Job Entry

Basic Skills

- Ability to work independently
- Ability to perform routine, repetitive work
- Verbal communication skills
- Writing skills
- English grammar and spelling skills

Physical Abilities

- Ability to lift at least 50 lbs
- Ability to sit continuously for 2 or more hours
- Ability to do strenuous, physically demanding work
- Ability to pass a pre-employment medical exam

Other Qualifications

- Possess good DMV driving record
- Problem solving skills
- Record keeping skills
- Attention to detail
- Ability to work under pressure
- Ability to handle crisis situations
- Multi-cultural familiarity

Nationwide Job Outlook

Employment of truck drivers is expected to increase about as fast as the average for all occupations through the year 2005 due to the growth of the economy. This occupation is among those that have the largest number of job openings each year. Although thousands of openings will be created by growth in demand for drivers, the majority will occur as experienced drivers transfer to other fields of work or retire or leave the labor force for other reasons. Because truck driving does not require education beyond high school, competition is expected for jobs with the most attractive earnings and working conditions.

Where to Find More Information

California Occupational Guides:

Not Available

Occupational Outlook Handbook:

See Truck Drivers

Veterinary Assistants

Veterinary Assistants examine animals for a veterinarian. They prepare animals for surgery, perform post-operational medical treatment as needed, and give medications to animals. They usually work directly under the supervision of a veterinarian. They receive extensive training on the job and may also have some post secondary education such as trade school or junior college (OES 798060).

Training, Experience, and Other Requirements

- Most recent hires have completed one to two years of college or vocational training.
- Most employers do not require prior experience.
- With additional training and with the appropriate license, promotions may lead to Animal Health Technician (or Veterinary Technician).
- Most jobs are 15-20 hours per week. Many jobs are 35-40 hours per week.
- Willingness to work overtime, weekends, part-time, and nights is important for job entry.

Getting the Training

Certificate and degree programs in animal health technology range in length from one to two years. However, Veterinary Assistants are not required to have a license (as are Animal Health Technicians) and some employers may be willing to provide on-the-job training. Refer to the Occupation-Training Index for information on the school(s) or training provider(s) who may offer related training.

Getting the Job

Most Veterinary Assistants in Sonoma County are employed by veterinarians and veterinary clinics. Almost all employers recruit applicants through newspaper advertisements. Many also fill openings by hiring referrals from employees.

Wages and Fringe Benefits

New Hires/Inexp'd:	\$6.00 to \$7.50/hr	Median: \$7.00/hr
New Hires/Exp'd:	\$7.00 to \$9.00/hr	Median: \$8.00/hr
Exp'd/After 3 Years:	\$9.00 to \$12.00/hr	Median: \$10.00/hr

Most employers provide medical insurance and a paid vacation. Many also provide paid sick leave. Some provide a retirement plan. A few employers may provide benefits for part-time employees.

Employment Information

Occupation Size: Small. There are approximately 85-105 Veterinary Assistants currently employed in Sonoma County. About 70 percent in California are female.

Annual Turnover: Estimated to be moderate (20-29 percent).

Projected Growth: Less than 10 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be much faster than the average for all occupations through the year 1999.

Projected Separations: Less than 10 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply-Demand: Employers generally have some difficulty finding applicants who meet their hiring standards. This indicates a good outlook for qualified job seekers.

Veterinary Assistants--continued

Very Important Qualifications for Job Entry

Basic Skills

- Verbal communication skills
- Ability to work as part of a team
- Ability to work independently
- English grammar and spelling skills
- Ability to perform routine, repetitive work
- Ability to perform basic mathematical calculations
- Writing skills

Physical Abilities

- Ability to stand continuously for 2 or more hours
- Ability to do strenuous, physically demanding work
- Ability to lift at least 100 lbs
- Ability to pass a pre-employment medical exam

Other Qualifications

- Ability to work under pressure
- Ability to handle crisis situations
- Attention to detail
- Organizational and time management skills
- Problem solving skills
- Record keeping skills
- Ability to plan and organize the work of others
- Supervisory skills
- Willingness to participate in drug testing
- Trained in CPR and first aid techniques

Nationwide Job Outlook

Employment of animal caretakers (including veterinary assistants) is expected to grow faster than the average for all occupations through the year 2005. This is due to population and economic growth. The number of dogs and cats has increased significantly over the last 10 years. The number is expected to continue to increase. In addition to the growth in demand for animal caretakers, many other job opportunities will result from the need to replace workers leaving the field. The best prospects should be for graduates of training programs in veterinary technology. Many employers complain of a shortage of formally trained veterinary technicians.

Where to Find More Information

California Occupational Guides:

See Animal Health Technicians

Occupational Outlook Handbook:

See Animal Caretakers

Waiters & Waitresses

Also known as Food Servers

Waiters and Waitresses serve food and/or beverages to patrons at tables. They usually take orders from patrons and make out the check. Their duties may include setting tables with linen and silverware and taking payment from patrons. They may serve customers at counters as well as at tables. Does not include workers who only work at counters (OES 650080).

Training, Experience, and Other Requirements

- Most recent hires have completed one to two years of college.
- Many employers do not require prior experience. Many others require at least six months of prior experience.
- Promotions may lead to supervisory or management positions.
- Most jobs are 20-25 hours per week. Some jobs are 35-40 hours per week.

Getting the Training

Employers generally provide on-the-job training for this occupation.

Getting the Job

Waiters and Waitresses in Sonoma County are employed by eating and drinking establishments. Many employers recruit applicants through newspaper advertisements and/or hire unsolicited applicants. Some also fill openings through in-house promotion. A few hire referrals from employees.

Wages and Fringe Benefits

New Hires/Inexp'd:	\$4.75 to \$5.25/hr	Median: \$5.00/hr
New Hires/Exp'd:	\$4.75 to \$5.25/hr	Median: \$5.00/hr
Exp'd/After 3 Years:	\$4.75 to \$6.00/hr	Median: \$5.00/hr

Note: Tips generally average between 10-20% of guests' checks, so Waiters and Waitresses working in busy, expensive restaurants earn the most.

For Full-Time Employees: Many employers provide medical insurance and other benefits, including a paid vacation and dental insurance. Some also provide paid sick leave.

For Part-Time Employees: Some employers provide medical insurance. A few also provide paid sick leave, a paid vacation, and dental insurance.

Employment Information

Occupation Size: Very Large. There are approximately 2,155-2,635 Waiters and Waitresses currently employed in Sonoma County. About 70 percent in California are female.

Annual Turnover: Estimated to be high (30-39 percent).

Projected Growth: 45-55 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be faster than the average for all occupations through the year 2001.

Projected Separations: 105-130 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply-Demand: Employers generally have little difficulty finding applicants who meet their hiring standards. This indicates a somewhat competitive outlook for qualified job seekers.

Waiters & Waitresses--continued

Very Important Qualifications for Job Entry

- Serve meals or beverages to patrons.
- Relay orders to kitchen, or enter orders into computer.
- Answer questions from patrons regarding food and drinks available.
- Observe patrons to detect need to respond to additional requests, and to determine when meal has been completed or beverage consumed.
- Take order from patron for food or beverage, writing order down or memorizing it.
- Suggest food or beverage selections, and answer questions regarding food preparation and service.
- Remove dishes and glasses from table or counter and take items to kitchen for cleaning.
- Accept payment and return change, or refers patron to Cashier.
- Clean and arrange assigned station, including side stands, chairs, and table pieces, such as linen, silverware, and glassware.
- Greet and present menu to patron.
- Prepare hot, cold, and mixed drinks for patrons.
- Fill salt, pepper, sugar, cream, condiment, and napkin containers.
- Obtain and replenish supplies of food, tableware, and linen.
- Compute cost of meal or beverage.
- Prepare salads, appetizers, and cold dishes, portion desserts, and brew coffee.

Source: O'NET 98 Database (early release)

Nationwide Job Outlook

Job openings for food and beverage service workers are expected to be abundant through the year 2005. Most openings will arise from the need to replace the high proportion of workers who leave this very large occupation each year. There is substantial movement into and out of the occupation because the education and training requirements are minimal, and the predominance of part-time jobs is attractive to people seeking a short-term source of income rather than a career. Many of these workers simply move to other occupations, while others stop working to assume household responsibilities or to attend school. As the composition of the nation's population becomes older, diners are expected to patronize full-service restaurants increasingly, spurring growth in demand for waiters and waitresses.

Where to Find More Information

California Occupational Guides:

See Waiters/Waitresses

Occupational Outlook Handbook:

See Food and Beverage Service Workers

Webmasters

Webmasters are responsible for managing the content and artistic design of an organization's Internet web site or web site material (DOT 031.064-997).

Training, Experience, and Other Requirements

- Almost all recent hires have completed high school and have acquired the necessary skills and experience independent of formal education or training. Webmaster is a relatively new occupation which is part Graphic Designer and part Programmer-Analyst.
- Most employers require two to six months of prior experience.
- Promotions may lead to supervisory or management positions.
- Most jobs are 40 hours per week. Some jobs are part-time, on-call, or temporary, ranging from 10-32 hours per week.
- Of the employers surveyed, all report that computer word processing skills are important. Almost all report that desktop and HTML publishing skills are also important. Many report that database and spreadsheet skills are important.

Getting the Training

Certificate programs range in length from three to four months. Refer to the Occupation-Training Index in the appendix of this publication for a list of schools/training providers who may offer related training.

Getting the Job

Webmasters in Sonoma County are employed by a wide variety of employers who use the Internet for communication and/or advertising. Webmasters are often employed by Internet service providers and computer consulting firms. Some Webmasters may be self-employed. Most employers recruit applicants through Internet job listings and/or hire referrals from schools and training programs. Many also fill openings by hiring referrals from employees.

Wages and Fringe Benefits

New Hires/Inexp'd: \$8.00 to \$19.25/hr
New Hires/Exp'd: \$13.75 to \$38.25/hr
Exp'd/After 3 Years: \$19.25 to \$65.00/hr

Note: Webmaster earnings vary considerably, depending on skills and experience. Highly-skilled Webmasters can earn more than \$100.00 per hour.

Many employers provide medical insurance and other benefits, including a paid vacation and paid sick leave. Some also provide dental insurance, a retirement plan, life insurance, and vision insurance. Few employers provide benefits for part-time employees.

Employment Information

Occupation Size: Small. There are approximately 75-150 Webmasters currently employed in Sonoma County. Local surveys indicate about 40 percent are female.

Annual Turnover: Estimated to be very low (less than 10 percent).

Projected Growth: Of the employers surveyed, many report job growth during the last 12 months; most expect to add new positions over the next three years.

Projected Separations: Less than 10 projected job openings per year due to separations (workers retiring or leaving the occupation).

Supply-Demand: Employers generally have little difficulty finding applicants who meet their hiring standards. This indicates a somewhat competitive outlook for qualified job seekers.

Very Important Qualifications for Job Entry

A college-level certificate program for Webmasters may include the following types of courses:

- Introduction to the World Wide Web and Web browsers.
- Introduction to the Internet; Internet tools such as gopher, FTP, and telnet.
- Web page design, including Web page and graphic design principles, HyperText Markup Language (HTML), Common Gateway Interface (CGI) scripting, Java, JavaScript, Shockwave, VRML, applets and plug-ins.
- Multimedia and the Web, including the use of graphic images, audio, video, and animation in Web pages.
- Programming for the Web, including writing programs that handle special tasks for a web site, such as a script to process customer inquiries or orders.
- Installing and managing a Web site, including planning, installation, configuration, and site security.
- Marketing on the Web, including marketing principles, design principles for effective marketing, principles of business management, and technical and communication issues essential to successful marketing.

Source: Austin Community College Webmaster Certificate Program

Nationwide Job Outlook

Many companies are adding employees as fast as they can screen and train them. Still, the Internet job market is relatively small compared with other parts of the computer industry--but just how small is anyone's guess.

"Companies doing Internet access and things like that haven't been around long enough for anyone to track their employee change," says Chris Elwell, vice president and publisher of SIMBA, the Wilton, Connecticut, online research house. "Researchers have been busier trying to count how many users there are" (rather than job growth). While statistics might be scarce, tales of fast-growing companies aren't. America Online (AOL) increased its U.S. staff tenfold over the past two years--to 2,400 employees--and by year's end will add several hundred more in a customer service center in Ogden, Utah. Netscape Communications has rocketed to 450 employees, from just 60 a year ago. And Netcom On-Line Communication Services, the San Jose, California, Internet access provider jumped from 153 employees in December 1994 to more than 350 today. Fortune 1,000 companies and smaller enterprises alike are adding to the Internet workers of the world as they set up in-house teams to create corporate Web pages. Many hardware and software companies are (also) adding workers as they branch out to offer Internet-specific products, such as Web browsers and ISDN modems. However, skeptics may say that the Web job market isn't as hot as some people would like to believe. Most companies are still tiny, and job opportunities are limited, according to Neal Barry, a cofounder of Delta Internet Services, an access provider in Anaheim, California, with two dozen employees. Entrepreneurs are still struggling, which means they're cautious about hiring, says Nick Rothenberg, a cofounder of W3-design in Culver City, California. "There's this sense that this is a gold mine. It's not. Business is still approaching it cautiously."

Source: CNET article by Michelle V. Rafter

See Also: <http://www.cio.com>

Winery Workers

Introduction

The purpose of this special survey project was to learn more about the occupations in the wine-making industry to assist with planning future occupational outlook surveys. A focus group was conducted with Sonoma County winery representatives (human resources personnel) in the spring of 1995, and additional telephone surveys were conducted with Napa County winery representatives in the winter of 1995. Initially, the intent was to conduct two independent research projects --one in Sonoma County and one in Napa County. However, once the data was collected and analyzed, it appeared that there was enough consistency to prepare one report summary using data from both projects. As a result, the data has more credibility. Nevertheless, it must be emphasized that the information presented is based on exploratory research and should not be considered statistically reliable.

The Occupations

Although each winery is somewhat unique in how they operate, the occupations can often be grouped into five major categories (or departments):

1. Vineyard/Ranch
2. Cellar
3. Production/Bottling
4. Sales/Marketing
5. Administration

When asked what are their fastest growing occupations, the responses varied from winery to winery. Some are growing the fastest in the area of Sales/Marketing, while some others are growing the fastest in Production/Bottling due to automation or the use of different production techniques.

When asked what positions are the most difficult to fill, the responses were again varied. Some have the most difficulty finding individuals with prior winery-related experience in skilled, supervisory, or management positions. Some others have the most difficulty finding well-trained and experienced maintenance and production mechanics. For many positions, especially in categories 1-3, bilingual skills are highly desirable.

When asked what occupations are declining in size, almost all responded with "none."

The table on the following page lists the occupations most often found in medium to large sized wineries for categories 1-4. As in most industries, the smaller the employer, the more their employees tend to be "generalists." The larger the employer, the more specialized (or departmentalized) their employees tend to be. Depending on the size of the winery, the Administration category would include some combination of managers, human resource staff, and clerical support staff. Warehouse/Distribution may sometimes be a sixth category, although most wineries appear to have one of their other departments (generally Cellar, Production/Bottling, or Sales/Marketing) handle warehouse and distribution responsibilities.

Winery Workers--continued

	Entry-Level?	Degree Req'd?	Potential Earnings	May Promote to
Vineyard/Ranch				
Vineyard Worker/Laborer	yes	no	\$7-8/hr	Tractor Driver or Crew Leader
Tractor Driver	no	no	insuff. data	Crew Leader
Crew Leader/Foreman	no	no	\$8.50/hr +	Supervisor (degree usually req'd)
Supervisor (Viticulturist)	no	usually	\$37-41k/yr	Manager
Manager (Viticulturist)	no	yes	\$40-73k/yr	
Cellar				
Cellar Worker	yes	no	\$8-16/hr	Crew Leader/Foreman
Crew Leader/Foreman	no	no	\$10-14/hr	Cellar Manager
Cellar Supervisor/Master/Manager	no	no	insuff. data	
Lab Tech/Enologist	no	usually	\$21-25k/yr	Assistant Winemaker
Assistant Winemaker (Enologist)	no	yes	\$40-45k/yr	Winemaker
Winemaker (Enologist)	no	yes	\$45-78k/yr	
Production/Bottling				
Bottler	maybe	no	\$8.75-14/hr	Machine Operator
Machine Operator	no	no	\$13.50-17/hr	Crew Leader
Crew Leader	no	no	\$15-17/hr	Bottling Manager
Bottling Manager	no	no	\$40-50k/yr	
Maintenance Mechanic	no	no	insuff. data	
Production Manager	no	yes	\$40-60k/yr	
Sales/Marketing				
Tour Guide	yes	no	\$8-10/hr	Supervisor or Sales Rep
Tasting Room Employee	yes	no	\$8-10/hr	Supervisor or Sales Rep
Counter Salesperson	yes	no	\$8-10/hr	Supervisor or Sales Rep
Sales Representative	maybe	no	\$32-40k/yr	Sales/Marketing Manager
Sales/Marketing Manager	no	yes	\$32-40k/yr	

Where to Find More Information

California Occupational Guides: See Enologists/Wine Makers; Viticulturists; and Cellar Supervisors

Training Directory

Agape School

2901 Fulton Road, Fulton, CA 95439

Phone: 707-571-1280 Fax: 707-571-1284

Are the following services provided?

Financial Aid/Assistance:	Yes	Disabled Student Services:	No
Job Placement Assistance:	Yes	Disabled Student Access:	Yes
Career Counseling:	No	Learning Disabilities Pgm:	No
Career Assessment:	Yes	Academic Advising:	No
Public Transit Nearby:	Yes	Tutorial Services:	Yes
On-Site Child Care:	No	ESL Courses:	No
Veteran Approved:	No	GED Assistance:	No

Certificate Program Offered:

On-Site Property Management

Occupational Objective: *On-Site Property Manager*

Approximate Cost to Complete: \$3,900 (2 for 1)

Average Time to Complete: 5 weeks (118 hours)

Open Entry-Open Exit? no

Program Entry Requirements: 18 years or older

Alchemy Institute of Healing Arts

2310 Warwick Drive, Santa Rosa, CA 95405

Phone: 707-579-4984 Fax: 707-579-4984

Internet Address: <http://www.hollys.com/alchemy>

Accrediting Organization: American Council of Hypnotism Examiners

Are the following services provided?

Financial Aid/Assistance:	Yes	Disabled Student Services:	Yes
Job Placement Assistance:	No	Disabled Student Access:	Yes
Career Counseling:	No	Learning Disabilities Pgm:	No
Career Assessment:	No	Academic Advising:	No
Public Transit Nearby:	Yes	Tutorial Services:	Yes
On-Site Child Care:	No	ESL Courses:	No
Veteran Approved:	No	GED Assistance:	No

Certificate Program Offered:

Master Hypnotist

Occupational Objective: *Hypnotherapist*

Approximate Cost to Complete: \$2,080

Average Time to Complete: 3 weeks (150 hours)

Open Entry-Open Exit? no

Program Entry Requirements: adults and high school graduates/GED

American Red Cross

465 Tesconi Circle Suite 11, Santa Rosa, CA 95401

Phone: 707-577-7600 Fax: 707-577-7621

Accrediting Organization: Department of Health Services

Are the following services provided?

Financial Aid/Assistance:	No	Disabled Student Services:	No
Job Placement Assistance:	Yes	Disabled Student Access:	Yes
Career Counseling:	Yes	Learning Disabilities Pgm:	No
Career Assessment:	Yes	Academic Advising:	No
Public Transit Nearby:	Yes	Tutorial Services:	No
On-Site Child Care:	No	ESL Courses:	No
Veteran Approved:	No	GED Assistance:	No

Certificate Programs Offered:

Home Health Aide Training

Occupational Objective: *Home Health Aide (HHA)*

Approximate Cost to Complete: \$245

Average Time to Complete: 1 week (42 hours)

Open Entry-Open Exit? no

Program Entry Requirements: completion of Nursing Assistant program

Nursing Assistant Training

Occupational Objective: *Certified Nursing Assistant (CNA)*

Approximate Cost to Complete: \$695

Average Time to Complete: 4 weeks (160 hours)

Open Entry-Open Exit? no

Program Entry Requirements: 16 years or older/English speaking

Anthony Schools of Northern California

50 Enterprise Drive, Rohnert Park, CA 94928

Phone: 707-586-4516 Fax: 707-586-4518

Internet Address: <http://www.ppmonline.com>

Are the following services provided?

Financial Aid/Assistance:	No	Disabled Student Services:	No
Job Placement Assistance:	No	Disabled Student Access:	No
Career Counseling:	No	Learning Disabilities Pgm:	No
Career Assessment:	No	Academic Advising:	Yes
Public Transit Nearby:	Yes	Tutorial Services:	No
On-Site Child Care:	No	ESL Courses:	No
Veteran Approved:	No	GED Assistance:	No

Program Offered:

Real Estate

Occupational Objective: *Real Estate Sales*

Approximate Cost to Complete: \$199-235

Average Time to Complete: 2 ½-24 weeks (45 hours)

Open Entry-Open Exit? yes

Program Entry Requirements: 18 years or older

Automotive Technology Center

5685 Redwood Drive, Suite 201, Rohnert Park, CA 94928

Phone: 707-585-2986 Fax: 707-585-2986

Accrediting Organization: Bureau of Automotive Repair

Are the following services provided?

Financial Aid/Assistance:	Yes	Disabled Student Services:	No
Job Placement Assistance:	Yes	Disabled Student Access:	No
Career Counseling:	No	Learning Disabilities Pgm:	No
Career Assessment:	Yes	Academic Advising:	Yes
Public Transit Nearby:	Yes	Tutorial Services:	Yes
On-Site Child Care:	No	ESL Courses:	No
Veteran Approved:	No	GED Assistance:	No

Certificate Program Offered:

Automotive Technology

Occupational Objective: *Automotive Smog Technician*

Approximate Cost to Complete: \$4,750 + test fee

Average Time to Complete: 18 weeks (530 hours)

Open Entry-Open Exit? yes

Program Entry Requirements: 16 years or older

Bartenders School of Santa Rosa

1050 Hopper Ave., Bldg. 7A, Santa Rosa, CA 95403

Phone: 707-523-1611 Fax: 707-569-9855

Are the following services provided?

Financial Aid/Assistance:	No	Disabled Student Services:	No
Job Placement Assistance:	Yes	Disabled Student Access:	No
Career Counseling:	No	Learning Disabilities Pgm:	No
Career Assessment:	No	Academic Advising:	No
Public Transit Nearby:	Yes	Tutorial Services:	No
On-Site Child Care:	No	ESL Courses:	No
Veteran Approved:	No	GED Assistance:	No

Certificate Programs Offered:

Bar Management

Occupational Objective: *Bar Manager*

Approximate Cost to Complete: \$295

Average Time to Complete: 1 week (9 hours)

Open Entry-Open Exit? yes

Program Entry Requirements: 21 years or older

Bartending: Banquet & Catering

Occupational Objective: *Banquet or Catering Bartender*

Approximate Cost to Complete: \$295

Average Time to Complete: 1 week (15 hours)

Open Entry-Open Exit? yes

Program Entry Requirements: 21 years or older

Bartenders School of Santa Rosa--continued

Bartending: Full Service

Occupational Objective: *Full-Service Bartender*
Approximate Cost to Complete: \$495
Average Time to Complete: 2 weeks (30 hours)
Open Entry-Open Exit? yes
Program Entry Requirements: 21 years or older

Cocktail Service

Occupational Objective: *Cocktail Server*
Approximate Cost to Complete: \$295
Average Time to Complete: 2 weeks (15 hours)
Open Entry-Open Exit? yes
Program Entry Requirements: 21 years or older

California Institute of Massage & Spa Services

730 Broadway, Sonoma, CA 95476
Phone: 707-939-9431 Fax: 707-996-8859

Are the following services provided?

Financial Aid/Assistance:	Yes	Disabled Student Services:	Yes
Job Placement Assistance:	Yes	Disabled Student Access:	Yes
Career Counseling:	Yes	Learning Disabilities Pgm:	No
Career Assessment:	Yes	Academic Advising:	Yes
Public Transit Nearby:	Yes	Tutorial Services:	Yes
On-Site Child Care:	No	ESL Courses:	No
Veteran Approved:	No	GED Assistance:	No

Certificate Programs Offered:

Advanced Massage I

Occupational Objective: *Massage Technician*
Approximate Cost to Complete: \$895
Average Time to Complete: 15 weeks (100 hours)
Open Entry-Open Exit? no
Program Entry Requirements: adults and high school graduates/GED

Advanced Massage II

Occupational Objective: *Massage Therapist*
Approximate Cost to Complete: \$1,400
Average Time to Complete: 6 months (135 hours)
Open Entry-Open Exit? no
Program Entry Requirements: completion of basic massage program

California Institute of Massage & Spa Services-- continued

Massage Technician

Occupational Objective: *Massage Technician*
 Approximate Cost to Complete: \$1,150
 Average Time to Complete: 14 weeks (165 hours)
 Open Entry-Open Exit? no
 Program Entry Requirements: adults and high school
 graduates/GED

Massage Therapist: Massage in the Medical Setting

Occupational Objective: *Massage Therapist*
 Approximate Cost to Complete: \$1,990
 Average Time to Complete: 6 months (250 hours)
 Open Entry-Open Exit? no
 Program Entry Requirements: completion of basic massage program

Spa Services

Occupational Objective: *Spa Service Technician*
 Approximate Cost to Complete: \$950
 Average Time to Complete: 15 weeks (100 hours)
 Open Entry-Open Exit? no
 Program Entry Requirements: adults and high school
 graduates/GED

Calistoga Massage Therapy School

5959 Commerce Blvd., Rohnert Park, CA 94928
 Phone: 707-586-1953

Are the following services provided?

Financial Aid/Assistance:	No	Disabled Student Services:	No
Job Placement Assistance:	No	Disabled Student Access:	Yes
Career Counseling:	No	Learning Disabilities Pgm:	No
Career Assessment:	No	Academic Advising:	No
Public Transit Nearby:	Yes	Tutorial Services:	No
On-Site Child Care:	No	ESL Courses:	No
Veteran Approved:	No	GED Assistance:	No

Certificate Program Offered:

Massage Therapy

Occupational Objective: *Massage Therapist*
 Approximate Cost to Complete: \$800
 Average Time to Complete: 7 weeks (100 hours)
 Open Entry-Open Exit? yes
 Program Entry Requirements: 18 years or older

Career Transitions

2235 Challenger Way, Suite 101, Santa Rosa, CA 95407

Phone: 707-546-6605 Fax: 707-525-1224

Internet Address: <http://www.sonic.net/~training>

Are the following services provided?

Financial Aid/Assistance:	No	Disabled Student Services:	No
Job Placement Assistance:	Yes	Disabled Student Access:	Yes
Career Counseling:	Yes	Learning Disabilities Pgm:	No
Career Assessment:	Yes	Academic Advising:	Yes
Public Transit Nearby:	Yes	Tutorial Services:	No
On-Site Child Care:	No	ESL Courses:	No
Veteran Approved:	No	GED Assistance:	No

Certificate Programs Offered:

Account Clerk/Assistant Bookkeeper

Occupational Objective: *Payroll Clerk, Account Clerk, Shipping/Receiving Clerk*

Approximate Cost to Complete: \$5,250

Average Time to Complete: 14 weeks (420 hours)

Open Entry-Open Exit? yes

Program Entry Requirements: pass standard reading and math exams

Administrative Assistant

Occupational Objective: *Administrative Assistant, Sales/Marketing Assistant*

Approximate Cost to Complete: \$6,200-6,450

Average Time to Complete: 17 weeks (510 hours)

Open Entry-Open Exit? yes

Program Entry Requirements: pass standard reading and math exams

Medical Front Office

Occupational Objective: *Front Office Clerk, Insurance Billing Clerk*

Approximate Cost to Complete: \$5,250

Average Time to Complete: 14 weeks (420 hours)

Open Entry-Open Exit? yes

Program Entry Requirements: pass standard reading and math exams

Receptionist/Data Entry Clerk

Occupational Objective: *Front Office Clerk, Office Assistant, Information Clerk*

Approximate Cost to Complete: \$3,700

Average Time to Complete: 10 weeks (300 hours)

Program Entry Requirements: pass standard reading and math exams

Sales and Customer Relations

Occupational Objective: *Customer Service Representative, Marketing Assistant*

Approximate Cost to Complete: \$5,050

Average Time to Complete: 14 weeks (420 hours)

Open Entry-Open Exit? yes

Program Entry Requirements: pass standard reading and math exams

Web Site Design Specialist

Occupational Objective: *Web Page Design Specialist, Administrative Assistant*

Approximate Cost to Complete: \$5,300

Average Time to Complete: 15 weeks (450 hours)

Open Entry-Open Exit? yes

Program Entry Requirements: pass standard reading and math exams

Carpenter's Training Committee of Northern California

715-E Southpoint Blvd., Petaluma, CA 94952

Phone: 707-762-5840 Fax: 707-762-5809

Accrediting Organization: Calif. Division of Apprenticeship Standards

Are the following services provided?

Financial Aid/Assistance:	No	Disabled Student Services:	Yes
Job Placement Assistance:	Yes	Disabled Student Access:	Yes
Career Counseling:	Yes	Learning Disabilities Pgm:	Yes
Career Assessment:	Yes	Academic Advising:	Yes
Public Transit Nearby:	No	Tutorial Services:	Yes
On-Site Child Care:	No	ESL Courses:	Yes
Veteran Approved:	Yes	GED Assistance:	Yes

Note: Most formal apprenticeship programs involve a combination of work-based learning (supervised by a journey-level worker) and off-site training. Most apprentices earn a training wage until they have completed their certificate and/or earned journey-level status. Apprenticeship programs often involve a competitive testing or screening process and are generally open to adults and high school graduates (or equivalent). Some require possession of a vehicle and a California driver's license.

Program Offered:

Carpenter Apprenticeship

Occupational Objective: *Carpenter, Millwright, Pile Driver*

Approximate Cost to Complete: \$500

Average Time to Complete: 4 years (6,000 hours)

Center for Employment Training

3273 Airway Drive, Santa Rosa, CA 95403

Phone: 707-576-1426 Fax: 707-576-1421

Accrediting Organization: ACCET

Are the following services provided?

Financial Aid/Assistance:	No	Disabled Student Services:	No
Job Placement Assistance:	Yes	Disabled Student Access:	Yes
Career Counseling:	No	Learning Disabilities Pgm:	No
Career Assessment:	Yes	Academic Advising:	No
Public Transit Nearby:	Yes	Tutorial Services:	Yes
On-Site Child Care:	No	ESL Courses:	Yes
Veteran Approved:	Yes	GED Assistance:	No

Certificate Programs Offered:

Building Maintenance Repair

Occupational Objective: *Building Maintenance, Construction Trade Helpers*

Approximate Cost to Complete: \$4,224

Average Time to Complete: 18 weeks (660 hours)

Open Entry-Open Exit? yes

Program Entry Requirements: 18 years or older

Electronic Assembly

Occupational Objective: *Electronic Assembler*

Approximate Cost to Complete: \$4,032

Average Time to Complete: 17 weeks (630 hours)

Open Entry-Open Exit? yes

Program Entry Requirements: 18 years or older

Contractors License Courses

987 Airway Court, Suite 201, Santa Rosa, CA 95403
Phone: 707-578-8877 Fax: 707-578-0607

Are the following services provided?

Financial Aid/Assistance:	No	Disabled Student Services:	Yes
Job Placement Assistance:	No	Disabled Student Access:	Yes
Career Counseling:	No	Learning Disabilities Pgm:	No
Career Assessment:	No	Academic Advising:	No
Public Transit Nearby:	Yes	Tutorial Services:	Yes
On-Site Child Care:	No	ESL Courses:	No
Veteran Approved:	No	GED Assistance:	No

Program Offered:

Contractors Licensed Courses

Occupational Objective: *Construction Contractor*
Approximate Cost to Complete: \$815-1,045
Average Time to Complete: 4 months (120 hours)
Open Entry-Open Exit? n/a
Program Entry Requirements: 4 years in trade and 21 years or older

County of Sonoma Human Services Department, Adult & Aging Division

P.O. Box 663, Bodega Bay, CA 94923
Phone: 707-528-5930 Fax: 707-528-5980

Are the following services provided?

Financial Aid/Assistance:	Yes	Disabled Student Services:	No
Job Placement Assistance:	No	Disabled Student Access:	Yes
Career Counseling:	Yes	Learning Disabilities Pgm:	No
Career Assessment:	No	Academic Advising:	No
Public Transit Nearby:	Yes	Tutorial Services:	No
On-Site Child Care:	No	ESL Courses:	No
Veteran Approved:	No	GED Assistance:	No

Certificate Program Offered:

CCSC Caregiver Training

Occupational Objective: *Homemaker/Companion*
Approximate Cost to Complete: \$30
Average Time to Complete: 8 weeks (36 hours)
Open Entry-Open Exit? no
Program Entry Requirements: 16 years or older

Empire College-School of Business

3033 Cleveland Ave., Santa Rosa, CA 95403

Phone: 707-546-4000 Fax: 707-546-4058

Internet Address: <http://www.empcol.com>

Accrediting Organization: Accrediting Council for Independent Colleges & Schools

Are the following services provided?

Financial Aid/Assistance:	Yes	Disabled Student Services:	Yes
Job Placement Assistance:	Yes	Disabled Student Access:	Yes
Career Counseling:	Yes	Learning Disabilities Pgm:	No
Career Assessment:	Yes	Academic Advising:	Yes
Public Transit Nearby:	Yes	Tutorial Services:	Yes
On-Site Child Care:	No	ESL Courses:	No
Veteran Approved:	Yes	GED Assistance:	No

Certificate Programs Offered:

Accelerated Business Essentials

Occupational Objective: *Administrative Assistant*

Approximate Cost to Complete: \$5,525

Average Time to Complete: 6 ¼ months (625 hours)

Open Entry-Open Exit? no

Program Entry Requirements: adults and high school graduates/GED

Accounting: Specialized Associate Degree

Occupational Objective: *Accounting, Bookkeeper*

Approximate Cost to Complete: \$13,550

Average Time to Complete: 7 ½ months (1,750 hours)

Open Entry-Open Exit? no

Program Entry Requirements: adults and high school graduates/GED

Accounting with Computer Applications

Occupational Objective: *Accounting Clerk, Bookkeeper*

Approximate Cost to Complete: \$9,700

Average Time to Complete: 12 ½ months (1,250 hours)

Open Entry-Open Exit? no

Program Entry Requirements: adults and high school graduates/GED

Administrative Assistant

Occupational Objective: *Administrative Assistant*

Approximate Cost to Complete: \$8,000

Average Time to Complete: 10 months (1,000 hours)

Open Entry-Open Exit? no

Program Entry Requirements: adults and high school graduates/GED

Administrative Assistant: Specialized Associate Degree

Occupational Objective: *Administrative Assistant, Office Manager*

Approximate Cost to Complete: \$11,700

Average Time to Complete: 15 months (1,500 hours)

Open Entry-Open Exit? no

Program Entry Requirements: adults and high school graduates/GED

Bookkeeping with Computer Applications

Occupational Objective: *Bookkeeper*

Approximate Cost to Complete: \$7,900

Average Time to Complete: 10 months (1,000 hours)

Open Entry-Open Exit? no

Program Entry Requirements: adults and high school graduates/GED

Computer Support Specialist

Occupational Objective: *Computer Lab Technician, Network Administrator*

Approximate Cost to Complete: \$8,250

Average Time to Complete: 7 ½-12 months (750 hours)

Open Entry-Open Exit? no

Program Entry Requirements: adults and high school graduates/GED

Empire College-School of Business--continued

Computerized Business Skills

Occupational Objective: *Receptionist*
Approximate Cost to Complete: \$5,800-6,000
Average Time to Complete: 7 ½ months (750 hours)
Open Entry-Open Exit? no
Program Entry Requirements: adults and high school graduates/GED

Executive Office Administration

Occupational Objective: *Executive Secretary*
Approximate Cost to Complete: \$9,900
Average Time to Complete: 12 ½ months (1,250 hours)
Open Entry-Open Exit? no
Program Entry Requirements: adults and high school graduates/GED

Legal Office Administration

Occupational Objective: *Legal Secretary*
Approximate Cost to Complete: \$9,850
Average Time to Complete: 12 ½ months (1,250 hours)
Open Entry-Open Exit? no
Program Entry Requirements: adults and high school graduates/GED

Legal Office Administration: Specialized Associate Degree

Occupational Objective: *Legal Secretary, Legal Office Administrator*
Approximate Cost to Complete: \$11,800
Average Time to Complete: 15 months (1,500 hours)
Open Entry-Open Exit? no
Program Entry Requirements: adults and high school graduates/GED

Legal Secretary

Occupational Objective: *Legal Secretary*
Approximate Cost to Complete: \$8,000
Average Time to Complete: 10 months (1,000 hours)
Open Entry-Open Exit? no
Program Entry Requirements: adults and high school graduates/GED

Medical Administrative Assistant

Occupational Objective: *Medical Assistant*
Approximate Cost to Complete: \$10,725
Average Time to Complete: 12 ½ months (1,275 hours)
Open Entry-Open Exit? no
Program Entry Requirements: adults and high school graduates/GED

Medical Administrative/Clinical Assistant

Occupational Objective: *Medical Assistant*
Approximate Cost to Complete: \$11,225
Average Time to Complete: 12 ½ months (1,275 hours)
Open Entry-Open Exit? no
Program Entry Requirements: adults and high school graduates/GED

Medical Assistant : Specialized Associate Degree

Occupational Objective: *Accounting, Bookkeeper*
Approximate Cost to Complete: \$13,550
Average Time to Complete: 7 ½ months (1,750 hours)
Open Entry-Open Exit? no
Program Entry Requirements: adults and high school graduates/GED

Medical Clinical Assistant

Occupational Objective: *Medical Assistant*
Approximate Cost to Complete: \$8,925
Average Time to Complete: 10 months (1,025 hours)
Open Entry-Open Exit? no
Program Entry Requirements: adults and high school graduates/GED

Medical Transcriptionist

Occupational Objective: *Medical Transcriptionist*
Approximate Cost to Complete: \$8,350
Average Time to Complete: 10 months (1,000 hours)
Open Entry-Open Exit? no
Program Entry Requirements: adults and high school graduates/GED

Empire College-School of Business--continued

Travel and Hospitality Essentials

Occupational Objective: *Travel & Tourism Occupations*

Approximate Cost to Complete: \$5,700

Average Time to Complete: 7 ½ months (750 hours)

Open Entry-Open Exit? no

Program Entry Requirements: adults and high school graduates/GED

Travel and Hospitality Essentials-Accelerated

Occupational Objective: *Travel & Tourism Occupations*

Approximate Cost to Complete: \$5,175

Average Time to Complete: 6 ¼ months (625 hours)

Open Entry-Open Exit? no

Program Entry Requirements: adults and high school graduates/GED

Engineering Technical Services (ETS)

194 B Wikiup Drive, Santa Rosa, CA 95403

Phone: 707-546-4300 Fax: 707-546- 2444

Are the following services provided?

Financial Aid/Assistance:	No	Disabled Student Services:	No
Job Placement Assistance:	Yes	Disabled Student Access:	No
Career Counseling:	Yes	Learning Disabilities Pgm:	No
Career Assessment:	Yes	Academic Advising:	Yes
Public Transit Nearby:	Yes	Tutorial Services:	Yes
On-Site Child Care:	No	ESL Courses:	No
Veteran Approved:	Yes	GED Assistance:	No

Certificate Program Offered:

Computer-Aided Drafting

Occupational Objective: *Entry Level Drafter, CAD Operator*

Approximate Cost to Complete: \$750

Average Time to Complete: 6 weeks (54 hours)

Open Entry-Open Exit? no

Program Entry Requirements: 18 years or older & drafting exp.

Hands On Computer Learning Center

223 Southwest Blvd., Rohnert Park, CA 94928
Phone: 707-795-4895 Fax: 707-795-8636

Are the following services provided?

Financial Aid/Assistance:	No	Disabled Student Services:	No
Job Placement Assistance:	No	Disabled Student Access:	Yes
Career Counseling:	No	Learning Disabilities Pgm:	No
Career Assessment:	No	Academic Advising:	No
Public Transit Nearby:	Yes	Tutorial Services:	No
On-Site Child Care:	No	ESL Courses:	No
Veteran Approved:	No	GED Assistance:	No

Certificate Program Offered:

Computer Service/Network Support Technician

Occupational Objective: *PC Support Technician, Network LAN Technician*

Approximate Cost to Complete: \$6,500

Average Time to Complete: 13 weeks (364 hours)

Open Entry-Open Exit? no

Program Entry Requirements: 18 years or older

Heald College

2425 Mendocino Ave., Santa Rosa, CA 95403

Phone: 707-525-1300 Fax: 707-527-0251

Internet Address: http://www.server2.cao.heald.edu/campus_srb.htm

Accrediting Organization: Western Association of Schools & Colleges (WASC)

Are the following services provided?

Financial Aid/Assistance:	Yes	Disabled Student Services:	No
Job Placement Assistance:	Yes	Disabled Student Access:	Yes
Career Counseling:	Yes	Learning Disabilities Pgm:	No
Career Assessment:	Yes	Academic Advising:	Yes
Public Transit Nearby:	Yes	Tutorial Services:	Yes
On-Site Child Care:	No	ESL Courses:	No
Veteran Approved:	Yes	GED Assistance:	Yes

Note: Some private schools offer Associate of Applied Science degree programs. The units obtained through these programs may or may not be transferable. Please check with a Career/Guidance Counselor for more information.

Programs Offered:

Accounting

Occupational Objective: *Bookkeeper, Jr. Accountant, Accounting Clerk*

Approximate Cost to Complete: \$12,600

Average Time to Complete: 18 months (1,200-1,800 hours)

Open Entry-Open Exit? no

Program Entry Requirements: adults and high school graduates/GED

Heald College--continued

Computer Business Administration

Occupational Objective: *Office Manager, Executive Assistant*
 Approximate Cost to Complete: \$8,400-12,600
 Average Time to Complete: 12-18 months (825-1,800 hours)
 Open Entry-Open Exit? no
 Program Entry Requirements: adults and high school graduates/GED

Computer Office Administration

Occupational Objective: *Administrative Assistant, Office Assistant, Secretary*
 Approximate Cost to Complete: \$8,400-12,600
 Average Time to Complete: 12-18 months (825-1,800 hours)
 Open Entry-Open Exit? no
 Program Entry Requirements: adults and high school graduates/GED

Legal Office Administration

Occupational Objective: *Legal Office Assistant, Legal Secretary*
 Approximate Cost to Complete: \$12,600
 Average Time to Complete: 18 months (1,200-1,800 hours)
 Open Entry-Open Exit? no
 Program Entry Requirements: adults and high school graduates/GED

Medical Office Administration

Occupational Objective: *Medical Office Admin. Assistant, Medical Billing Clerk*
 Approximate Cost to Complete: \$8,400-12,600
 Average Time to Complete: 12-18 months (825-1,800 hours)
 Open Entry-Open Exit? no
 Program Entry Requirements: adults and high school graduates/GED

Hypnotherapy Training Institute

4730 Alta Vista Ave., Santa Rosa, CA 95404
 Phone: 707-579-9023 Fax: 707-578-1033
 Internet Address: <http://www.sonic.net/hypno>

Are the following services provided?

Financial Aid/Assistance:	No	Disabled Student Services:	Yes
Job Placement Assistance:	No	Disabled Student Access:	Yes
Career Counseling:	No	Learning Disabilities Pgm:	No
Career Assessment:	No	Academic Advising:	No
Public Transit Nearby:	Yes	Tutorial Services:	Yes
On-Site Child Care:	No	ESL Courses:	No
Veteran Approved:	No	GED Assistance:	No

Certificate Program Offered:

Hypnotherapy Certification Training

Occupational Objective: *Clinical/Master Hypnotherapist*
 Approximate Cost to Complete: \$3,750
 Average Time to Complete: 5-10 months (250 hours)
 Open Entry-Open Exit? no
 Program Entry Requirements: adults and high school graduates/GED

Information Management Instruction Training (IMIT)

1160 Industrial Ave., Suite J, Petaluma, CA 94952
Phone: 707-765-1325 Fax: 707-762-3716
Internet Address: <http://www.macompanies.com>

Are the following services provided?

Financial Aid/Assistance:	No	Disabled Student Services:	No
Job Placement Assistance:	Yes	Disabled Student Access:	Yes
Career Counseling:	No	Learning Disabilities Pgm:	No
Career Assessment:	No	Academic Advising:	No
Public Transit Nearby:	Yes	Tutorial Services:	Yes
On-Site Child Care:	No	ESL Courses:	No
Veteran Approved:	Yes	GED Assistance:	No

Certificate Programs Offered:

Accounting Clerk/Bookkeeper

Occupational Objective: *Accounting Clerk, Bookkeeper*
Approximate Cost to Complete: \$3,900
Average Time to Complete: 10 weeks (300 hours)
Open Entry-Open Exit? yes
Program Entry Requirements: 18 years or older

Administrative Assistant

Occupational Objective: *Administrative Assistant, Secretary*
Approximate Cost to Complete: \$5,440
Average Time to Complete: 14 weeks (420 hours)
Open Entry-Open Exit? yes
Program Entry Requirements: 18 years or older

Customer Service Representative/Secretary

Occupational Objective: *Customer Service Rep., Secretary*
Approximate Cost to Complete: \$3,445
Average Time to Complete: 9 weeks (270 hours)
Open Entry-Open Exit? yes
Program Entry Requirements: 18 years or older

Marketing Assistant

Occupational Objective: *Marketing Assistant, Office Assistant*
Approximate Cost to Complete: \$4,700
Average Time to Complete: 12 weeks (360 hours)
Open Entry-Open Exit? yes
Program Entry Requirements: 18 years or older

Medical Front Office Clerk

Occupational Objective: *Medical Billing, Medical Receptionist*
Approximate Cost to Complete: \$3,965
Average Time to Complete: 10 weeks (300 hours)
Open Entry-Open Exit? yes
Program Entry Requirements: 18 years or older

Microcomputer Operator/Clerical

Occupational Objective: *PC Operators, Data Entry, Receptionist*
Approximate Cost to Complete: \$2,315
Average Time to Complete: 6 weeks (180 hours)
Open Entry-Open Exit? yes
Program Entry Requirements: 18 years or older

PC Support/LAN Technician

Occupational Objective: *Network Administrator, LAN Technician*
Approximate Cost to Complete: \$6,625
Average Time to Complete: 16 weeks (480 hours)
Open Entry-Open Exit? yes
Program Entry Requirements: 18 years or older

Information Management Instruction Training (IMIT)--continued

Web Site Designer/Publisher

Occupational Objective: *Web Site Developer, Web Site Administrator*

Approximate Cost to Complete: \$5,820

Average Time to Complete: 15 weeks (450 hours)

Open Entry-Open Exit? yes

Program Entry Requirements: 18 years or older

Institute for Educational Therapy

7981 Old Redwood Highway, Suite F, Cotati, CA 94931

Phone: 707-795-1284 Fax: 707-795-3375

Internet Address: <http://www.iet.com>

Are the following services provided?

Financial Aid/Assistance:	No	Disabled Student Services:	Yes
Job Placement Assistance:	Yes	Disabled Student Access:	Yes
Career Counseling:	Yes	Learning Disabilities Pgm:	No
Career Assessment:	Yes	Academic Advising:	Yes
Public Transit Nearby:	Yes	Tutorial Services:	Yes
On-Site Child Care:	No	ESL Courses:	No
Veteran Approved:	No	GED Assistance:	No

Certificate Programs Offered:

Certified Diet Counselor

Occupational Objective: *Diet Counselor*

Approximate Cost to Complete: \$1,495 + books

Average Time to Complete: 6 months (200 hours)

Open Entry-Open Exit? no

Program Entry Requirements: high school graduates/GED

Certified Nutrition Consultant

Occupational Objective: *Nutritionist Consultant*

Approximate Cost to Complete: \$2,595 + books

Average Time to Complete: 10 months (350 hours)

Open Entry-Open Exit? no

Program Entry Requirements: completion of Nutrition Ed. program

Institute for Educational Therapy--continued

Certified Nutrition Educator

Occupational Objective: *Nutrition Educator*

Approximate Cost to Complete: \$1,495 + books

Average Time to Complete: 6 months (200 hours)

Open Entry-Open Exit? no

Program Entry Requirements: completion of Diet Counselor program

Institute of Imaginal Studies

47 Sixth Street, Petaluma, CA 94952

Phone: 707-765-1836 Fax: 707-765-2351

Are the following services provided?

Financial Aid/Assistance:	Yes	Disabled Student Services:	Yes
Job Placement Assistance:	No	Disabled Student Access:	Yes
Career Counseling:	No	Learning Disabilities Pgm:	No
Career Assessment:	No	Academic Advising:	Yes
Public Transit Nearby:	Yes	Tutorial Services:	No
On-Site Child Care:	No	ESL Courses:	No
Veteran Approved:	Yes	GED Assistance:	No

Degree Programs Offered:

Masters in Psychology

Occupational Objective: *Marriage, Family & Child Counselor*

Approximate Cost to Complete: \$15,600

Average Time to Complete: 2 years (1,050 hours)

Open Entry-Open Exit? no

Program Entry Requirements: must possess Bachelor degree

Ph.D. in Psychology

Occupational Objective: *Psychologist*

Approximate Cost to Complete: \$7,800 per year

Average Time to Complete: 3-4 years (1,950 hours)

Open Entry-Open Exit? no

Program Entry Requirements: must possess Bachelor degree

J Bass & Associates

6400 Redwood Drive, Suite 203, Rohnert Park, CA 94928

Phone: 707-584-3488 Fax: 707-584-3605

Internet Address: <http://www.jbass.com>

Are the following services provided?

Financial Aid/Assistance:	No	Disabled Student Services:	Yes
Job Placement Assistance:	Yes	Disabled Student Access:	Yes
Career Counseling:	Yes	Learning Disabilities Pgm:	No
Career Assessment:	Yes	Academic Advising:	Yes
Public Transit Nearby:	Yes	Tutorial Services:	Yes
On-Site Child Care:	No	ESL Courses:	No
Veteran Approved:	No	GED Assistance:	No

Certificate Programs Offered:

Administrative Assistant

Occupational Objective: *Administrative Assistant, Office Clerk*

Approximate Cost to Complete: \$3,800

Average Time to Complete: 10 weeks (305 hours)

Open Entry-Open Exit? yes

Program Entry Requirements: able to pass CPAT assessment test

Computer Information System Professional

Occupational Objective: *Network Administrator, Software Support Technician*

Approximate Cost to Complete: \$4,770

Average Time to Complete: 12 weeks (485 hours)

Open Entry-Open Exit? yes

Program Entry Requirements: able to pass CPAT assessment test

Customer Service Representative

Occupational Objective: *Customer Service/Support, Sales, Receptionist*

Approximate Cost to Complete: \$3,800

Average Time to Complete: 10 weeks (295 hours)

Open Entry-Open Exit? yes

Program Entry Requirements: able to pass CPAT assessment test

Internet Information Specialist

Occupational Objective: *Internet Research Technician, Web Site*

Manager/Administrator

Approximate Cost to Complete: \$4,770

Average Time to Complete: 12 weeks (475 hours)

Open Entry-Open Exit? yes

Program Entry Requirements: able to pass CPAT assessment test

Small Business Administrator

Occupational Objective: *Department Manager, Admin. Assistant, Office Manager*

Approximate Cost to Complete: \$4,770

Average Time to Complete: 12 weeks (395 hours)

Open Entry-Open Exit? yes

Program Entry Requirements: able to pass CPAT assessment test

Julie Nation Academy

2455 Bennett Valley Road, Suite 110 A, Santa Rosa, CA 95404
Phone: 707-575-8585 Fax: 707-575-8596

Are the following services provided?

Financial Aid/Assistance:	No	Disabled Student Services:	Yes
Job Placement Assistance:	Yes	Disabled Student Access:	Yes
Career Counseling:	Yes	Learning Disabilities Pgm:	Yes
Career Assessment:	Yes	Academic Advising:	No
Public Transit Nearby:	Yes	Tutorial Services:	Yes
On-Site Child Care:	No	ESL Courses:	No
Veteran Approved:	No	GED Assistance:	No

Certificate Programs Offered:

Fashion Merchandising

Occupational Objective: *Retail Merchandising Occupations*

Approximate Cost to Complete: \$3,600

Average Time to Complete: 9 months

Open Entry-Open Exit? no

Program Entry Requirements: adults and high school graduates/GED

Method Acting

Occupational Objective: *Actor*

Approximate Cost to Complete: \$1,425

Average Time to Complete: 6 months

Open Entry-Open Exit? no

Program Entry Requirements: none

Personal Development

Occupational Objective: *Self Improvement, Interviewing Prep.*

Approximate Cost to Complete: \$540

Average Time to Complete: 3 months

Open Entry-Open Exit? no

Program Entry Requirements: none

Professional Modeling

Occupational Objective: *Model*

Approximate Cost to Complete: \$1,425

Average Time to Complete: 6 months

Open Entry-Open Exit? no

Program Entry Requirements: none

TV Commercial Acting

Occupational Objective: *Actor*

Approximate Cost to Complete: \$540

Average Time to Complete: 3 months

Open Entry-Open Exit? no

Program Entry Requirements: none

Lewis Adult Education

2230 Lomitas Ave., Santa Rosa, CA 95404
Phone: 707-528-5421 Fax: 707-522-3289

Are the following services provided?

Financial Aid/Assistance:	No	Disabled Student Services:	No
Job Placement Assistance:	Yes	Disabled Student Access:	Yes
Career Counseling:	Yes	Learning Disabilities Pgm:	No
Career Assessment:	Yes	Academic Advising:	Yes
Public Transit Nearby:	Yes	Tutorial Services:	No
On-Site Child Care:	No	ESL Courses:	Yes
Veteran Approved:	No	GED Assistance:	Yes

Certificate Programs Offered:

Beginning Computer Applications

Occupational Objective: *Computer Operator*
Approximate Cost to Complete: \$25
Average Time to Complete: 6 weeks (24 hours)
Open Entry-Open Exit? no
Program Entry Requirements: 18 years or older

Beginning Computer-Job Preparation

Occupational Objective: *Data Entry Clerk*
Approximate Cost to Complete: \$25
Average Time to Complete: 6 weeks (24 hours)
Open Entry-Open Exit? no
Program Entry Requirements: 18 years or older

Bookkeeping

Occupational Objective: *Bookkeeping Clerk*
Approximate Cost to Complete: \$77
Average Time to Complete: 6 months (240 hours)
Open Entry-Open Exit? yes
Program Entry Requirements: 18 years or older

Computerized Bookkeeping

Occupational Objective: *Accounting Clerk, Bookkeeper*
Approximate Cost to Complete: \$65
Average Time to Complete: 6 weeks (36 hours)
Open Entry-Open Exit? no
Program Entry Requirements: 18 years or older

Database Management

Occupational Objective: *Secretary*
Approximate Cost to Complete: \$35
Average Time to Complete: 6 weeks (36 hours)
Open Entry-Open Exit? no
Program Entry Requirements: 18 years or older

Desktop Publishing

Occupational Objective: *Computer Graphics*
Approximate Cost to Complete: \$35
Average Time to Complete: 6 weeks (36 hours)
Open Entry-Open Exit? no
Program Entry Requirements: 18 years or older

Medical Terminology

Occupational Objective: *Medical Secretary*
Approximate Cost to Complete: \$33
Average Time to Complete: 6 months (240 hours)
Open Entry-Open Exit? yes
Program Entry Requirements: 18 years or older

Lewis Adult Education--continued

Office Practice

Occupational Objective: *Receptionist, Secretary*
Approximate Cost to Complete: \$26
Average Time to Complete: 6 months (240 hours)
Open Entry-Open Exit? yes
Program Entry Requirements: 18 years or older

Spreadsheet

Occupational Objective: *Recordkeeping*
Approximate Cost to Complete: \$35
Average Time to Complete: 6 weeks (36 hours)
Open Entry-Open Exit? no
Program Entry Requirements: 18 years or older

Typing

Occupational Objective: *General Clerical*
Approximate Cost to Complete: \$15
Average Time to Complete: varies
Open Entry-Open Exit? yes
Program Entry Requirements: 18 years or older

Vocational Office Occupations

Occupational Objective: *Front Office, Word Processing, Bookkeeper*
Approximate Cost to Complete: \$400
Average Time to Complete: 12 months (500 hours)
Open Entry-Open Exit? yes
Program Entry Requirements: 18 years or older

Word Processing, Beginning and Intermediate

Occupational Objective: *Secretary*
Approximate Cost to Complete: \$35
Average Time to Complete: 6 weeks (36 hours)
Open Entry-Open Exit? no
Program Entry Requirements: 18 years or older

Lytle's Redwood Empire Beauty College

186 Wikiup Drive, Santa Rosa, CA 95403
Phone: 707-545-8490 Fax: 707-545-7258
Accrediting Organization: NACCAS

Are the following services provided?

Financial Aid/Assistance:	Yes	Disabled Student Services:	No
Job Placement Assistance:	No	Disabled Student Access:	Yes
Career Counseling:	Yes	Learning Disabilities Pgm:	No
Career Assessment:	No	Academic Advising:	Yes
Public Transit Nearby:	Yes	Tutorial Services:	Yes
On-Site Child Care:	No	ESL Courses:	No
Veteran Approved:	Yes	GED Assistance:	No

Certificate Programs Offered:

Cosmetology

Occupational Objective: *Cosmetologist*
Approximate Cost to Complete: \$7,064
Average Time to Complete: 53 weeks (1,600 hours)
Open Entry-Open Exit? no
Program Entry Requirements: high school graduates/GED

Esthetics

Occupational Objective: *Cosmetician*
Approximate Cost to Complete: \$4,104
Average Time to Complete: 22 weeks (600 hours)
Open Entry-Open Exit? no
Program Entry Requirements: high school graduates/GED

Lytle's Redwood Empire Beauty College-- continued

Manicuring

Occupational Objective: *Manicurist*

Approximate Cost to Complete: \$3,128

Average Time to Complete: 14 weeks (400 hours)

Open Entry-Open Exit? no

Program Entry Requirements: high school graduates/GED

National Training Institute

20 Pimental Court, Bldg. A Suite C, Novato, CA 94947

Phone: 415-883-5610 Fax: 415-883-2947

Accrediting Organization: ACCET

Are the following services provided?

Financial Aid/Assistance:	Yes	Disabled Student Services:	Yes
Job Placement Assistance:	Yes	Disabled Student Access:	Yes
Career Counseling:	No	Learning Disabilities Pgm:	No
Career Assessment:	No	Academic Advising:	Yes
Public Transit Nearby:	Yes	Tutorial Services:	Yes
On-Site Child Care:	No	ESL Courses:	No
Veteran Approved:	Yes	GED Assistance:	No

Certificate Programs Offered:

Computer Service Technician

Occupational Objective: *Computer Service Technician*

Approximate Cost to Complete: \$6,500

Average Time to Complete: 15 weeks (384 hours)

Open Entry-Open Exit? yes

Program Entry Requirements: 18 years or older

Electronic Equipment Repair Technology

Occupational Objective: *Electronics Technician*

Approximate Cost to Complete: \$6,500

Average Time to Complete: 15 weeks (384 hours)

Open Entry-Open Exit? yes

Program Entry Requirements: 18 years or older

Operating Engineers JAC

6225 State Farm Dr., Suite 100, Rohnert Park, CA 94928

Phone: 707-585-3430

Accrediting Organization: ACCET

Are the following services provided?

Financial Aid/Assistance:	No	Disabled Student Services:	Yes
Job Placement Assistance:	Yes	Disabled Student Access:	Yes
Career Counseling:	No	Learning Disabilities Pgm:	Yes
Career Assessment:	No	Academic Advising:	Yes
Public Transit Nearby:	Yes	Tutorial Services:	Yes
On-Site Child Care:	No	ESL Courses:	Yes
Veteran Approved:	Yes	GED Assistance:	Yes

Note: Most formal apprenticeship programs involve a combination of work-based learning (supervised by a journey-level worker) and off-site training. Most apprentices earn a training wage until they have completed their certificate and/or earned journey-level status. Apprenticeship programs often involve a competitive testing or screening process and are generally open to adults and high school graduates (or equivalent). Some require possession of a vehicle and a California driver's license.

Program Offered:

Operating Engineer Apprenticeship

Occupational Objective: *Operating Engineer*

Approximate Cost to Complete: books

Average Time to Complete: 4 years

PC Tutor

5005 Parkhurst Drive, Santa Rosa, CA 95409

Phone: 707-537-1213

Internet Address: <http://www.metro.net/pctutor/index.html>

Are the following services provided?

Financial Aid/Assistance:	No	Disabled Student Services:	Yes
Job Placement Assistance:	No	Disabled Student Access:	Yes
Career Counseling:	No	Learning Disabilities Pgm:	No
Career Assessment:	No	Academic Advising:	No
Public Transit Nearby:	Yes	Tutorial Services:	Yes
On-Site Child Care:	No	ESL Courses:	No
Veteran Approved:	Yes	GED Assistance:	No

Program Offered:

Computer Training

Occupational Objective: *Personal Computer Operations*

Training Site Location: Training at Customer's location

Approximate Cost to Complete: \$1,000-3,000

Average Time to Complete: 8-12 weeks

Open Entry-Open Exit? yes

Program Entry Requirements: 18 years or older

Petaluma Adult Education

11 Fifth Street, Petaluma, CA 94952

Phone: 707-778-4633 Fax: 707-778-4822

Accrediting Organization: Calif. Division of Apprenticeship Standards

Are the following services provided?

Financial Aid/Assistance:	No	Disabled Student Services:	No
Job Placement Assistance:	No	Disabled Student Access:	No
Career Counseling:	No	Learning Disabilities Pgm:	No
Career Assessment:	No	Academic Advising:	No
Public Transit Nearby:	Yes	Tutorial Services:	No
On-Site Child Care:	No	ESL Courses:	Yes
Veteran Approved:	Yes	GED Assistance:	Yes

Note: Most formal apprenticeship programs involve a combination of work-based learning (supervised by a journey-level worker) and off-site training. Most apprentices earn a training wage until they have completed their certificate and/or earned journey-level status. Apprenticeship programs often involve a competitive testing or screening process and are generally open to adults and high school graduates (or equivalent). Some require possession of a vehicle and a California driver's license.

Program Offered:

Roofing and Waterproofing Apprenticeship

Occupational Objective: *Roofer*

Approximate Cost to Complete: \$5.00 book deposit

Average Time to Complete: 3 years (384 hours)

Redwood Empire Electrical JATC

1702 Corby Ave., Suite F, Santa Rosa, CA 95407

Phone: 707-523-3837 Fax: 707-542-9134

Accrediting Organization: Calif. Division of Apprenticeship Standards

Are the following services provided?

Financial Aid/Assistance:	No	Disabled Student Services:	No
Job Placement Assistance:	Yes	Disabled Student Access:	Yes
Career Counseling:	Yes	Learning Disabilities Pgm:	No
Career Assessment:	Yes	Academic Advising:	Yes
Public Transit Nearby:	Yes	Tutorial Services:	Yes
On-Site Child Care:	No	ESL Courses:	No
Veteran Approved:	Yes	GED Assistance:	No

Note: Most formal apprenticeship programs involve a combination of work-based learning (supervised by a journey-level worker) and off-site training. Most apprentices earn a training wage until they have completed their certificate and/or earned journey-level status. Apprenticeship programs often involve a competitive testing or screening process and are generally open to adults and high school graduates (or equivalent). Some require possession of a vehicle and a California driver's license.

Program Offered:

Electrical Apprenticeship

Occupational Objective: *Electrician*

Approximate Cost to Complete: \$150-325 per year

Average Time to Complete: 5 years (800 hours)

Rohnert Park Dive Center

5665 Redwood Drive, Suite B, Rohnert Park, CA 94928
 Phone: 707-584-2323 Fax: 707-584-2324
 Internet Address: <http://www.rpdc.com>
 Accrediting Organization: PADI

Are the following services provided?

Financial Aid/Assistance:	No	Disabled Student Services:	No
Job Placement Assistance:	Yes	Disabled Student Access:	No
Career Counseling:	Yes	Learning Disabilities Pgm:	No
Career Assessment:	Yes	Academic Advising:	Yes
Public Transit Nearby:	Yes	Tutorial Services:	Yes
On-Site Child Care:	No	ESL Courses:	No
Veteran Approved:	No	GED Assistance:	No

Certificate Programs Offered:

Dive Master

Occupational Objective: *Dive Center Owner/Operator*
 Approximate Cost to Complete: \$399
 Average Time to Complete: 6 weeks (50 hours)
 Open Entry-Open Exit? yes
 Program Entry Requirements: completion of Rescue Diver program

Open-Water Diving

Occupational Objective: *Scuba Diver*
 Approximate Cost to Complete: \$219
 Average Time to Complete: 2 weeks (32 hours)
 Open Entry-Open Exit? yes
 Program Entry Requirements: 18 years or older

Open-Water Diving, Advanced

Occupational Objective: *Scuba Diver*
 Approximate Cost to Complete: \$99
 Average Time to Complete: 1 week (18 hours)
 Open Entry-Open Exit? yes
 Program Entry Requirements: completion of Diving program

Professional Diving (Instructor Development)

Occupational Objective: *Scuba Diving Instructor*
 Approximate Cost to Complete: \$1,295
 Average Time to Complete: 8 days-intensive (83 hours)
 Open Entry-Open Exit? yes
 Program Entry Requirements: completion of Dive Master program

Rescue Diver

Occupational Objective: *Rescue Operations Scuba Diver*
 Approximate Cost to Complete: \$139
 Average Time to Complete: 3 weeks (24 hours)
 Open Entry-Open Exit? yes
 Program Entry Requirements: completion of Advanced Open-Water Diving program

Santa Rosa Junior College

1501 Mendocino Ave., Santa Rosa, CA 95401

Phone: 707-527-4011 Fax: 707-527-4816

Internet Address: <http://www.santarosa.edu>

Accrediting Organization: WASC

Are the following services provided?

Financial Aid/Assistance:	Yes	Disabled Student Services:	Yes
Job Placement Assistance:	Yes	Disabled Student Access:	Yes
Career Counseling:	Yes	Learning Disabilities Pgm:	Yes
Career Assessment:	Yes	Academic Advising:	Yes
Public Transit Nearby:	Yes	Tutorial Services:	Yes
On-Site Child Care:	Yes	ESL Courses:	Yes
Veteran Approved:	Yes	GED Assistance:	Yes

Note: Associate Degree programs require 60 units, or two years (four semesters), of study for full-time students. Certificate programs generally require two to four semesters to complete, depending on the program and the student. The cost of attending a California community college is \$13 per unit or \$195 per semester (for a student with 15 units). As of July 1998, the cost will be \$12 per unit.

Programs of Study Offered:

Administration of Justice
Aeronautical and Aviation Technology
African American Studies
Agriculture
American Sign Language
Anatomy
Anthropology

Applied Graphics
Applied Technology
Apprenticeship Education
Art
Astronomy
Automotive Technology
Banking and Financial Services
Behavioral Science
Biology
Black Studies
Botany
Business Administration
Business Bookkeeping
Business Data Processing
Business General
Business Management
Business Marketing
Business Office Technology
Chemistry
Chicano Studies
Child Development
Chinese
Civil and Surveying Technology
Clothing/Textiles
Communication Studies
Computer and Information Sciences
Construction Technology
Consumer and Family Studies
Consumer Issues
Culinary Training
Dental Assisting
Diesel/Equipment Technology
Dietetic Technology
Disability Resources
Earth and Space Sciences

Santa Rosa Junior College--continued

Economics
Education
Electronic Technology
Emergency Medical Care
Engineering
English
English as a Second Language
Environmental Science
Environmental Studies
Environmental Technology
Fashion
Fire Technology
Floristry
Food/Nutrition
French
Geography
Geology
German
Guidance
Health Care
Health Education
History
Humanities
Industrial Education
Interdisciplinary Studies
Interior Design
Italian
Japanese
Journalism
Latin
Library Science
Life Science
Machine Tool Technology

Mathematics
Media
Medical Assistant
Meteorology
Microbiology
Modern and Classical Languages
Music
Native-American Studies
Natural Resource Management
Nursing - Aide
Nursing - Associate Degree
Nursing - Vocational
Oceanography
Optical Technology
Philosophy
Physical Education
Physical Science
Physics
Physiology
Political Science
Psychiatric Technician
Psychology
Radiologic Technology (X-Ray) - Associate Degree
Real Estate
Religious Studies
Russian
Social Science
Sociology
Spanish
Special Education
Speech
Theater Arts
Welding

Santa Rosa Junior College--continued

Certificate Programs Offered:

Accountant Assistant

Occupational Objective: *Accounting Clerk*
Average Time to Complete: 3-4 semesters

Administrative Assistant

Occupational Objective: *Administrative Assistant*
Average Time to Complete: 3 semesters
Training Site Location: Santa Rosa Campus and Petaluma Center

Aeronautical and Aviation Technology

Occupational Objective: *Pilot*
Average Time to Complete: 2 semesters

Agribusiness

Occupational Objective: *Agricultural and Business Related Occupations*
Average Time to Complete: 4 semesters

Animal Science

Occupational Objective: *Agricultural Related Occupations*
Average Time to Complete: 3 semesters

Applied Graphics

Occupational Objective: *Graphic Arts Technician*
Average Time to Complete: 4 semesters

Architecture and Construction Technology

Occupational Objective: *CAD Operator*
Average Time to Complete: 4 semesters

Automotive Technology

Occupational Objective: *Automotive Technician*
Average Time to Complete: 2-4 semesters

Bookkeeping/Account Clerk

Occupational Objective: *Bookkeeper, Accounting Clerk*
Average Time to Complete: 1-3 semesters
Training Site Location: Santa Rosa Campus and Petaluma Center

Child Development

Occupational Objective: *Associate Teacher*
Average Time to Complete: 1-2 semesters

Child Development

Occupational Objective: *Preschool Teacher*
Average Time to Complete: 2-4 semesters

Civil and Surveying Technology

Occupational Objective: *Land Surveyor Technician*
Average Time to Complete: 4 semesters

Client Service Specialist

Occupational Objective: *Human/Social Services Worker*
Average Time to Complete: 2 semesters

Computerized Office Training

Occupational Objective: *Secretary, Receptionist*
Average Time to Complete: 2 semesters
Training Site Location: Santa Rosa Campus and Petaluma Center

Corrections

Occupational Objective: *Correctional Officer*
Average Time to Complete: 3-4 semesters

Culinary Training

Occupational Objective: *Restaurant Cook/Chef*
Average Time to Complete: 2 semesters

Dental Assistant, Registered

Occupational Objective: *Dental Assistant*
Average Time to Complete: 11 months

Santa Rosa Junior College--continued

Diesel Equipment Technology

Occupational Objective: *Diesel Mechanic*
Average Time to Complete: 4 semesters

Diet Technology

Occupational Objective: *Dietetic Technician*
Average Time to Complete: 3 semesters

Dispatcher, Public Safety

Occupational Objective: *Emergency Dispatcher*
Average Time to Complete: 3 weeks
Training Site Location: Two Rock (Southwest Sonoma Co.)

Display Design

Occupational Objective: *Retail Salesperson*
Average Time to Complete: 2 semesters

Electronic Technology

Occupational Objective: *Electronic Technician*
Average Time to Complete: 4 semesters

Emergency Medical Technician

Occupational Objective: *EMT*
Average Time to Complete: 1 semester
Training Site Location: Two Rock (Southwest Sonoma Co.)

Emergency Medical Technician/Paramedic

Occupational Objective: *EMT/Paramedic*
Average Time to Complete: 2 semesters
Training Site Location: Two Rock (Southwest Sonoma Co.)

Fashion Studies, Apparel Design

Occupational Objective: *Clothing Designer*
Average Time to Complete: 4 semesters

Fashion Studies, Custom Clothing/Alterations

Occupational Objective: *Alterations Tailor*
Average Time to Complete: 4 semesters

Fashion Studies, Merchandising

Occupational Objective: *Merchandiser*
Average Time to Complete: 4 semesters

Fire Technology

Occupational Objective: *Firefighter*
Average Time to Complete: 2-3 semesters
Training Site Location: Petaluma Center

Floristry

Occupational Objective: *Floral Designer*
Average Time to Complete: 3 semesters

Horse Management

Occupational Objective: *Agricultural Related Occupations*
Average Time to Complete: 3 semesters

Hospitality

Occupational Objective: *Hotel/Motel Occupations*
Average Time to Complete: 2 semesters

Human Resources Administration

Occupational Objective: *Human Resources/Personnel Occupations*
Average Time to Complete: 1 semester

Interior Design

Occupational Objective: *Interior Designer*
Average Time to Complete: 4 semesters

Landscape Management

Occupational Objective: *Nursery Worker, Landscape Construction Worker*
Average Time to Complete: 3-4 semesters

Santa Rosa Junior College--continued

Law Enforcement

Occupational Objective: *Law Enforcement Officer*
Average Time to Complete: 3-4 semesters

Legal Secretary

Occupational Objective: *Legal Secretary*
Average Time to Complete: 3 semesters

Machine Tool Technology

Occupational Objective: *Machinist*
Average Time to Complete: 3 semesters

Medical Assisting, Administrative & Clinical

Occupational Objective: *Medical Assistant*
Average Time to Complete: 3-4 semesters

Medical Assisting, Administrative

Occupational Objective: *Medical Assistant*
Average Time to Complete: 2 semesters

Medical Assisting, Clinical

Occupational Objective: *Medical Assistant*
Average Time to Complete: 3 semesters

Medical Insurance Billing

Occupational Objective: *Medical Billing*
Average Time to Complete: 3 semesters

Medical Receptionist

Occupational Objective: *Medical Receptionist*
Average Time to Complete: 1-2 semesters

Medical Transcription

Occupational Objective: *Medical Transcriptionist*
Average Time to Complete: 3-4 semesters

Microcomputer Systems Specialist

Occupational Objective: *Computer Related Occupations*
Average Time to Complete: 3-4 semesters
Training Site Location: Santa Rosa Campus and Petaluma Center

Microcomputer Systems User

Occupational Objective: *Secretary*
Average Time to Complete: 3-4 semesters
Training Site Location: Santa Rosa Campus and Petaluma Center

Natural Resource Conservation Technology

Occupational Objective: *Agricultural Related Occupations*
Average Time to Complete: 3-4 semesters

Nurse Assistant/Home Health Aide

Occupational Objective: *Nurse Assistant, Home Health Aide*
Average Time to Complete: 17 weeks

Nursery Production

Occupational Objective: *Nursery Worker*
Average Time to Complete: 3-4 semesters

Nursing (RN)

Occupational Objective: *Registered Nurse*
Average Time to Complete: 4 semesters

Nursing (LVN)

Occupational Objective: *Licensed Vocational Nurse*
Average Time to Complete: 3 semesters

Office Worker, Entry-Level

Occupational Objective: *Receptionist, Secretary*
Average Time to Complete: 8 weeks

Park and Recreation Technology

Occupational Objective: *Agricultural/Recreation Related Occupations*
Average Time to Complete: 3-4 semesters

Santa Rosa Junior College--continued

Plant Science

Occupational Objective: *Agricultural Related Occupations*

Average Time to Complete: 3-4 semesters

Police Academy, Basic

Occupational Objective: *Law Enforcement Officer*

Average Time to Complete: 1 semester

Training Site Location: Two Rock (Southwest Sonoma Co.)

Psychiatric Technician

Occupational Objective: *Psychiatric Technician*

Average Time to Complete: 3 semesters

Radiologic Technology

Occupational Objective: *Radiologic Technologist*

Average Time to Complete: 25 months

Ranger Academy

Occupational Objective: *Forest Ranger*

Average Time to Complete: 7 weeks

Training Site Location: Two Rock (Southwest Sonoma Co.)

Real Estate

Occupational Objective: *Real Estate Agent*

Average Time to Complete: 2 semesters

Retail Merchandising Management

Occupational Objective: *Retail Sales Manager*

Average Time to Complete: 2 semesters

Sales and Marketing

Occupational Objective: *Sales Representative, Retail Salesperson*

Average Time to Complete: 2 semesters

Small Business Management

Occupational Objective: *Business Related Occupations*

Average Time to Complete: 2 semesters

Supervisory Management

Occupational Objective: *Office Manager, Administrative Assistant*

Average Time to Complete: 2-3 semesters

Viticulture Management

Occupational Objective: *Agricultural Related Occupations*

Average Time to Complete: 3-4 semesters

Welding Technology

Occupational Objective: *Welder*

Average Time to Complete: 2 semesters

Wine Marketing and Sales

Occupational Objective: *Sales Representative*

Average Time to Complete: 3-4 semesters

Sebastopol Massage Center

108 North Main St., Suite 5, Sebastopol, CA 95472
Phone: 707-823-3550

Are the following services provided?

Financial Aid/Assistance:	No	Disabled Student Services:	No
Job Placement Assistance:	No	Disabled Student Access:	No
Career Counseling:	No	Learning Disabilities Pgm:	No
Career Assessment:	No	Academic Advising:	No
Public Transit Nearby:	Yes	Tutorial Services:	Yes
On-Site Child Care:	No	ESL Courses:	No
Veteran Approved:	Yes	GED Assistance:	No

Certificate Program Offered:

Massage Therapy

Occupational Objective: *Massage Therapist*
Approximate Cost to Complete: \$800
Average Time to Complete: 2 months (150 hours)
Open-Entry-Open-Exit? yes
Program Entry Requirements: 18 years or older

Sheet Metal Training School Local 104

1250 Petaluma Blvd. North, Petaluma, CA 94952
Phone: 707-762-0181
Accrediting Organization: Calif. Division of Apprenticeship Standards

Are the following services provided?

Financial Aid/Assistance:	No	Disabled Student Services:	No
Job Placement Assistance:	Yes	Disabled Student Access:	No
Career Counseling:	No	Learning Disabilities Pgm:	No
Career Assessment:	No	Academic Advising:	No
Public Transit Nearby:	Yes	Tutorial Services:	No
On-Site Child Care:	No	ESL Courses:	No
Veteran Approved:	Yes	GED Assistance:	No

Note: Most formal apprenticeship programs involve a combination of work-based learning (supervised by a journey-level worker) and off-site training. Most apprentices earn a training wage until they have completed their certificate and/or earned journey-level status. Apprenticeship programs often involve a competitive testing or screening process and are generally open to adults and high school graduates (or equivalent). Some require possession of a vehicle and a California driver's license.

Program Offered:

Air Conditioning Specialist

Occupational Objective: *Residential Sheet Metal Worker*
Approximate Cost to Complete: varies
Average Time to Complete: 2 years

Sheet Metal Apprenticeship

Occupational Objective: *Sheet Metal Worker*
Approximate Cost to Complete: varies
Average Time to Complete: 5 years

Sonoma County Regional Occupational Programs (ROP)

5340 Skylane Blvd., Santa Rosa, CA 95403
Phone: 707-524-2720 Fax: 707-524-2789

Are the following services provided?

Financial Aid/Assistance:	No	Disabled Student Services:	Yes
Job Placement Assistance:	Yes	Disabled Student Access:	Yes
Career Counseling:	No	Learning Disabilities Pgm:	No
Career Assessment:	No	Academic Advising:	No
Public Transit Nearby:	Yes	Tutorial Services:	No
On-Site Child Care:	No	ESL Courses:	No
Veteran Approved:	Yes	GED Assistance:	No

Note: ROP programs are generally open to high school students and, if openings exist, to adults.

Programs Offered:

Agricultural Mechanics

Occupational Objective: *Farm Equipment Mechanic*
Average Time to Complete: 4 months
Training Site Location: Sonoma Valley High School

Auto Body Repair and Paint

Occupational Objective: *Auto Body Repairer and Painter*
Average Time to Complete: 12 or more months
Training Site Location: Healdsburg High School

Auto Mechanics

Occupational Objective: *Automotive Technician*
Average Time to Complete: 12 or more months
Training Site Location: Casa Grande and Cloverdale High Schools

Cabinet Making/Furniture Construction

Occupational Objective: *Cabinetmaker*
Average Time to Complete: 4 months
Training Site Location: Piner High School

Computer Aided Drafting

Occupational Objective: *Drafter, CAD Operator*
Average Time to Complete: 12 or more months
Training Site Location: El Molino, Montgomery, and Piner High Schools

Computer Applications in Business

Occupational Objective: *Secretary*
Average Time to Complete: 4 months
Training Site Location: various sites

Computerized Accounting

Occupational Objective: *Account Clerk, Bookkeeper*
Average Time to Complete: 4 months
Training Site Location: Rancho Cotate and Piner High Schools

Desktop Publishing

Occupational Objective: *Computer Graphics*
Average Time to Complete: 4 months
Training Site Location: Petaluma and Cotate High Schools

Electronics Technology

Occupational Objective: *Computer Service Technician*
Average Time to Complete: 12 or more months
Training Site Location: Piner and Analy High Schools

Sonoma County ROP--continued

Entrepreneurship

Occupational Objective: *Business Related Occupations*

Average Time to Complete: 4 months

Training Site Location: Santa Rosa and Healdsburg High Schools

Ornamental Horticulture

Occupational Objective: *Agricultural Related Occupations*

Average Time to Complete: 4 months

Training Site Location: Cloverdale and Petaluma High Schools

Retail Merchandising/Advanced Marketing

Occupational Objective: *Retail Salesperson*

Average Time to Complete: 4 months

Training Site Location: Healdsburg and Santa Rosa High Schools

Sports Medicine

Occupational Objective: *Physical Therapy Aide*

Average Time to Complete: 12 or more months

Training Site Location: Montgomery High School

Video Communications

Occupational Objective: *Video Occupations*

Average Time to Complete: 4 months

Training Site Location: Analy High School

Welding

Occupational Objective: *Welder*

Average Time to Complete: 4 months

Training Site Location: Petaluma High School

Sonoma State University

1801 East Cotati Ave., Rohnert Park, CA 94928

Phone: 707-664-2346 Fax: 707-664-2505

Are the following services provided?

Financial Aid/Assistance:	Yes	Disabled Student Services:	Yes
Job Placement Assistance:	Yes	Disabled Student Access:	Yes
Career Counseling:	Yes	Learning Disabilities Pgm:	Yes
Career Assessment:	Yes	Academic Advising:	Yes
Public Transit Nearby:	Yes	Tutorial Services:	Yes
On-Site Child Care:	Yes	ESL Courses:	Yes
Veteran Approved:	Yes	GED Assistance:	No

Degree Programs Offered:

Afro-American Studies (Undergraduate)
 Anthropology (Undergraduate)
 Art (Undergraduate)
 Biology (Graduate)
 Biology (Undergraduate)
 Business Administration (Graduate)
 Business Administration (Undergraduate)
 Chemistry (Undergraduate)
 Communication Studies (Undergraduate)
 Computer Science (Undergraduate)
 Counseling (Graduate)
 Criminal Justice Administration (Undergraduate)
 Cultural Resources Management (Graduate)
 Economics (Undergraduate)

Sonoma State University--continued

Education (Graduate)
English (Graduate)
English (Undergraduate)
Environmental Studies (Undergraduate)
French (Undergraduate)
Geography (Undergraduate)
Geology (Undergraduate)
German (Undergraduate)
History (Graduate)
History (Undergraduate)
Interdisciplinary Studies (Graduate)
Liberal Studies (Undergraduate)
Mathematics (Undergraduate)
Mathematics (Graduate)
Mexican American Studies (Undergraduate)
Music (Undergraduate)
Nursing (Graduate)
Nursing (Undergraduate)
Philosophy (Undergraduate)
Physical Education (Undergraduate)
Physical Education (Graduate)
Physics (Undergraduate)
Political Science (Undergraduate)
Psychology (Graduate)
Psychology (Undergraduate)
Public Administration (Graduate)
Sociology (Undergraduate)
Spanish (Undergraduate)
Theater Arts (Undergraduate)

Graduate Certificate Programs Offered:

Administration of Nonprofit Agencies
Advanced Management
Energy Management & Design
Family Nurse Practitioner
Gerontology
Teaching English as a Second Language

Sonoma State University

Extended Education

1801 East Cotati Ave., Rohnert Park, CA 94928
Phone: 707-664-2394 Fax: 707-664-2613

Degree Programs offered:

Liberal Studies Degree completion (BS)
Nursing (MS)
Psychology (MA)

Certificate Programs Offered:

Art Therapy

Occupational Objective: *Art Therapist*
Average Time to Complete: 2 years
Open-Entry-Open-Exit? yes
Program Entry Requirements: completion of Master's degree

Attorney Assistant Program

Occupational Objective: *Attorney Assistant, Paralegal*
Average Time to Complete: 4 semesters
Open-Entry-Open-Exit? no
Program Entry Requirements: completion of Associate degree

Case Management

Occupational Objective: *Case Manager*
Average Time to Complete: 2 years
Open-Entry-Open-Exit? no
Program Entry Requirements: completion of Master's degree

Conflict Resolution

Occupational Objective: *Negotiator, Mediator*
Average Time to Complete: 4 semesters
Open-Entry-Open-Exit? yes
Program Entry Requirements: adults and high school graduates/GED

Sonoma State University Extended Education--cont.

Construction Management

Occupational Objective: *Construction/Project Manager*
 Average Time to Complete: 3 semesters
 Open-Entry-Open-Exit? yes
 Program Entry Requirements: 16 years or older

Educational Technology

Occupational Objective: *Trainer, Resource Specialist, Administrator*
 Average Time to Complete: 4 semesters
 Open-Entry-Open-Exit? yes
 Program Entry Requirements: adults and high school graduates/GED

Family Nurse Practitioner

Occupational Objective: *Family Nurse Practitioner*
 Average Time to Complete: 2 years
 Open-Entry-Open-Exit? no
 Program Entry Requirements: completion of Master's degree

Human Resource Management

Occupational Objective: *HR Manager, HR Assistant*
 Average Time to Complete: 1 semesters
 Open-Entry-Open-Exit? yes
 Program Entry Requirements: adults and high school graduates/GED

Management & Supervision

Occupational Objective: *Supervisor, Manager*
 Average Time to Complete: 2 semesters
 Open-Entry-Open-Exit? yes
 Program Entry Requirements: 16 years or older

Meeting Planning

Occupational Objective: *Meeting/Event Planner*
 Average Time to Complete: 1 semesters
 Open-Entry-Open-Exit? yes
 Program Entry Requirements: 16 years or older

School Business Management

Occupational Objective: *School Business Mgr., Budget Officer*
 Average Time to Complete: 4 semesters
 Open-Entry-Open-Exit? no
 Program Entry Requirements: five years exp. in school business office or an Associate degree

Teacher Internship

Occupational Objective: *Teacher Intern*
 Average Time to Complete: 2 years
 Open-Entry-Open-Exit? no
 Program Entry Requirements: completion of Master's degree

Training the Trainer

Occupational Objective: *Human Resource Development, Trainer*
 Average Time to Complete: 2 semesters
 Open-Entry-Open-Exit? yes
 Program Entry Requirements: 16 years or older

Sonoma-Marín School of Real Estate

5430 Commerce Blvd., Suite J, Rohnert Park, CA 94928
Phone: 707-586-9448 Fax: 707-585-3137

Are the following services provided?

Financial Aid/Assistance:	No	Disabled Student Services:	No
Job Placement Assistance:	No	Disabled Student Access:	No
Career Counseling:	No	Learning Disabilities Pgm:	No
Career Assessment:	No	Academic Advising:	No
Public Transit Nearby:	No	Tutorial Services:	No
On-Site Child Care:	No	ESL Courses:	No
Veteran Approved:	No	GED Assistance:	No

Certificate Program Offered:

Correspondence/License Preparation Programs:

Occupational Objective: *Real Estate Sales & Brokerage Agent*
Approximate Cost to Complete: \$88 per course
Average Time to Complete: 18 days (45 hours)
Open Entry-Open Exit? yes
Program Entry Requirements: 18 years or older

Wellness Counseling Center & Holistic School of Massage

345 South E Street, Santa Rosa, CA 95404
Phone: 707-546-8115

Are the following services provided?

Financial Aid/Assistance:	No	Disabled Student Services:	No
Job Placement Assistance:	No	Disabled Student Access:	No
Career Counseling:	Yes	Learning Disabilities Pgm:	Yes
Career Assessment:	Yes	Academic Advising:	No
Public Transit Nearby:	Yes	Tutorial Services:	Yes
On-Site Child Care:	No	ESL Courses:	No
Veteran Approved:	No	GED Assistance:	No

Certificate Programs Offered:

Holistic Educator Therapist

Occupational Objective: *Holistic Educator Therapist*
Approximate Cost to Complete: \$1,000 + books
Average Time to Complete: 3 months (120 hours)
Open Entry-Open Exit? yes
Program Entry Requirements: 18 years or older

Massage Practitioner

Occupational Objective: *Certified Massage Therapist*
Approximate Cost to Complete: \$1,040 + books
Average Time to Complete: 3 months (120 hours)
Open Entry-Open Exit? yes
Program Entry Requirements: 18 years or older

Wellness Counseling Center & Holistic School of Massage--continued

Natural Health Counselor

Occupational Objective: *Natural Health Counselor*

Approximate Cost to Complete: \$758 + books

Average Time to Complete: 2 months (70 hours)

Open Entry-Open Exit? yes

Program Entry Requirements: 18 years or older

Western Institute of Science & Health

102 Avram Ave., Suite 103A, Rohnert Park, CA 94928

Phone: 707-664-9267 Fax: 707-664-9237

Accrediting Organization: Accrediting Bureau of Health Education Schools

Are the following services provided?

Financial Aid/Assistance:	Yes	Disabled Student Services:	No
Job Placement Assistance:	Yes	Disabled Student Access:	Yes
Career Counseling:	Yes	Learning Disabilities Pgm:	No
Career Assessment:	No	Academic Advising:	Yes
Public Transit Nearby:	Yes	Tutorial Services:	Yes
On-Site Child Care:	No	ESL Courses:	No
Veteran Approved:	Yes	GED Assistance:	No

Note: Some private schools offer Associate of Applied Science degree programs. The units obtained through these programs may or may not be transferable. Please check with a Career/Guidance Counselor for more information.

Programs Offered:

Occupational Therapy Assistant Training

Occupational Objective: *Occupational Therapist Assistant*

Approximate Cost to Complete: \$16,240 + books

Average Time to Complete: 2 years (721 hours)

Open Entry-Open Exit? no

Program Entry Requirements: adults and high school graduates/GED

Physical Therapist Assistant Training

Occupational Objective: *Physical Therapist Assistant*

Approximate Cost to Complete: \$16,240 + books

Average Time to Complete: 2 years (790 hours)

Open Entry-Open Exit? no

Program Entry Requirements: adults and high school graduates/GED

Appendix

Possible Uses for this Publication

The information in an Occupational Outlook publication can be used by a wide variety of organizations and individuals for many different purposes. Some of the possible uses are detailed below:

Career Decisions

Career development staff and job seekers can make informed occupation and training choices based on skills, abilities, interests, education, and personal needs. The localized information is easy to read and includes hiring requirements and preferences, potential earnings and benefits, employment information including job outlook, and sources of employment and training.

Program Planning

This publication provides local planners and administrators with a variety of important employment and training data, including projections of occupational size and growth. This data can be used to evaluate, improve, or eliminate programs, or to plan new programs based on local and reliable data.

Curriculum Design

Schools and training providers can assess and update their curriculum based on current employer needs and projected trends.

Economic Development

Local government agencies and economic development organizations will find information on the labor pool, including occupation size, expected growth rates and wages, useful in determining the potential for business growth and development in the local labor market area.

Program Marketing

Schools and training providers can effectively market their programs by informing students, employers, and others that the chances for job placement are much greater because their training programs are developed using local and reliable occupational data.

Human Resources

Business owners and managers can use this publication to help determine competitive wages and benefits, improve employee recruitment methods, and assess the availability of qualified workers for business relocation or expansion purposes.

Occupational Outlook publications are now produced for all labor market areas in California. Call 916-262-2353 for more information. In addition, most publications are available in the “pdf” format on the Internet at: <http://www.calmis.cahwnet.gov/htmlfile/ccois/intro.htm>



Research Methods

Introduction

The California Cooperative Occupational Information System (CCOIS) is a partnership program between the Employment Development Department's Labor Market Information Division (LMID) and local employment and training agencies (Local Partners). LMID determines the research methods and standards, provides technical support, and allocates most of the funding required to operate a CCOIS project. The Local Partners (LPs) select the occupations to be studied, conduct the research, analyze the data, and prepare and distribute annual reports. The LP in Sonoma County is the Sonoma County Private Industry Council. The following is an outline of the CCOIS occupational study method/process. For more specific information, please call the Sonoma County Private Industry Council at 707-547-5550.

CCOIS Program Cycle

- Twenty to twenty-five occupations are selected for study
- Stratified survey samples are developed and refined
- Survey questionnaires are prepared for each occupation
- Extensive surveys are conducted with local employers
- Data is reviewed, coded and keyed into a CCOIS database
- Data is analyzed and summarized
- Occupational Outlook publications are produced and distributed

Occupation Selection and Definition

There is a variety of criteria used to help select the survey occupations. However, the primary objective is to survey occupations which are of most interest to the users in the community within the limitations of a standardized research program. As a result, CCOIS occupational studies tend to focus on larger or commonly known occupations, rather than on smaller or highly specialized occupations.

The following criteria is used by the LP to help prioritize possible survey occupations:

- The occupation should be adequately defined by the OES classification system
- The occupation should have a substantial employment base
- There should be a substantial number of projected job openings
- The potential salary level should be adequate so as to avoid the need for public assistance
- The occupation should require at least some postsecondary education or training
- The occupation should be of interest to local program planners or training providers
- The occupations should vary enough so that certain employers won't be overburdened with survey requests

Unless otherwise noted, the survey occupations are defined using definitions from the Occupational Employment Statistics (OES) Dictionary published by the U.S. Department of Labor. Although there are many exceptions, OES definitions are usually the best choices for occupational outlook surveys because they are sufficiently broad without being too vague in their descriptions. Using OES classifications has another important benefit in being the same classification system used by LMID to produce occupational employment projections (estimates of occupational size, growth, and separations) which adds an important information element to the CCOIS surveys of local employers.

Non-OES Surveys

Some occupations to be studied lack an adequate OES classification. In such cases, the LP may develop a new or non-standard occupational definition and conduct what is called a "non-OES survey." Unless otherwise noted, non-OES surveys are conducted using the standard CCOIS survey methods. LPs are generally limited to doing three or four non-OES surveys per year. However, these may include special studies of industries, career clusters, self-employment, or new and emerging occupations.

Survey Sample Design

After the survey occupations are selected, a survey sample of local employers is developed for each occupation. Since LPs don't survey the local "universe" for most occupations, a considerable amount of time is invested to ensure that the survey samples are representative. For each occupation studied, a survey sample of about 40 employers is designed to include all major employing industries for each survey occupation. In addition, the number of employees for each employer is considered to ensure that the sample represents the employers most likely to provide future employment. For some occupations, the largest employers will be surveyed more often than the smaller employers. But, for other occupations, smaller employers may be more appropriate.

Initially, the survey samples are designed by LMID staff, using detailed databases on employers and occupational staffing within industries. The draft sample of employers for each of the survey occupations is then carefully reviewed and edited by the LP. Employers are added and deleted, as appropriate, to obtain a sample of about 40 employers per occupation (or as many as can be found, if the local universe of employers is less than 40).

Questionnaire Development

A two-page employer survey questionnaire with twenty standardized questions is prepared for each survey occupation (see sample questionnaire). In addition, many LPs develop a third page to ask additional questions which usually includes a set of skills and qualifications questions.

Employer Survey Procedures

Employer representatives are identified and contacted by the LP by telephone and are asked to participate, either by phone, fax, or mail survey. To encourage participation from a high percentage of employers, they are assured that any information they provide will be kept strictly confidential and that any information published will be prepared in summary form and

will not identify any specific employers. The appropriate survey respondent is generally a person responsible for the hiring of personnel in the survey occupation. All completed and/or returned questionnaires are reviewed and checked for consistency and completeness. Unclear or inconsistent responses are clarified through follow-up phone calls to the survey respondent. Completed questionnaires are then coded for data entry purposes. In a standard size employer sample of 40 potential respondents, the LP's response goal is to collect at least 15 completed questionnaires. The smaller the sample size, the greater the response rate required. The LP must also meet or exceed industry and employment response goals to ensure that the data is adequately representative. (See Survey Responses on the following page for employer survey response information for each occupation studied.)

Data Entry, Tabulation, and Summary

Coded survey responses are entered into the CCOIS database and basic data tabulations are prepared to be used in the analysis process. From those tabulations, the data is analyzed by the LP and draft occupational outlook profiles are prepared. The draft profiles and other report materials are then reviewed by LMID analysts. Following the review and editing process, an Occupational Outlook Report is printed and distributed to key organizations in the local area (e.g. schools, career centers, libraries, employment and training agencies, participating employers, training providers, etc.).

Sample Questionnaire

A sample of the employer survey instrument follows on page 200.

Survey Responses

Occupation	Employers Surveyed, Employees Represented
Accountants & Auditors (1997)	16, 111
Assemblers & Fabricators (1996)	15, 148
Automotive Body & Related Repairers (1996)	17, 158
Automotive Mechanics (1995)	15, 150
Billing, Cost & Rate Clerks (1997)	15, 29
Bookkeeping, Accounting & Auditing Clerks (1995)	17, 114
Carpenters (1997)	17, 477
Cashiers (1996)	15, 406
Child Care Workers (1995)	18, 392
Combined Food Preparation & Service Workers (1997)	15, 243
Computer Engineers (1995)	11, 113
Computer Network Administrators (1996)	13, 34
Computer Programmers (1996)	11, 73
Construction Managers (1997)	17, 63
Cooks, Restaurant (1996)	16, 133
Customer Service Representatives (1997)	18, 669
Data Processing Equipment (Computer) Repairers (1995)	15, 96
Dental Assistants (1995)	16, 83
Dental Hygienists (1996)	17, 49
Dispatchers (1997)	16, 54
Dispatchers, Emergency (1997)	11, 110
Drafters (1995)	18, 102
Drivers/Sales Workers (1996)	16, 152
Electrical & Electronic Assemblers (1995)	15, 561
Electrical & Electronic Engineering Technicians (1995)	13, 294
Electrical & Electronic Engineers (1997)	15, 474
Employment Interviewers (1997)	15, 68
Financial Managers (1996)	15, 25
First Line Supervisors & Managers, Clerical (1996)	15, 87
Food Preparation Workers (1995)	15, 501
Gardeners & Groundskeepers (1996)	15, 130
General Office Clerks (1995)	16, 462
Guards & Watch Guards (1996)	10, 556
Hazardous Materials Technicians (1995)	18, 144
Heating, Air Conditioning & Refrigeration Mechanics (1997)	16, 125
Home Health Care Workers (1995)	15, 475
Human Service Workers (1996)	18, 710

Occupation	Employers Surveyed, Employees Represented
Janitors & Cleaners (1996)	16, 154
Legal Secretaries (1995)	15, 78
Licensed Vocational Nurses (1995)	16, 214
Maintenance Repairers (1995)	16, 179
Marketing, Advertising & Public Relations Managers (1995)	17, 72
Medical Assistants (1995)	16, 88
Medical Secretaries (1995)	18, 80
Nurse Aides (1996)	15, 366
Nursery Workers (1995)	16, 111
Paralegal Personnel (1997)	15, 36
Personal & Home Care Aides (1997)	16, 309
Physical Therapists (1996)	17, 100
Physical Therapy Aides (1997)	15, 37
Physical Therapy Assistants (1997)	15, 33
Radiologic Technologists, Diagnostic (1997)	15, 109
Radiologic Technologists, Therapeutic (1997)	1, 14
Receptionists & Information Clerks (1996)	17, 73
Recreation Workers (1996)	19, 585
Registered Nurses (1996)	16, 347
Salespersons, Retail (1996)	17, 130
Secretaries (1995)	16, 155
Stock Clerks (1995)	15, 455
Systems Analysts, Electronic Data Processing (1997)	17, 92
Taxi Drivers & Chauffeurs (1997)	14, 257
Teachers, Elementary (1996)	19, 1163
Teachers, Preschool (1996)	17, 158
Teachers, Secondary (1996)	14, 1008
Teachers, Special Education (1997)	20, 232
Telecommunications Technicians (1996)	12, 44
Tellers (1997)	19, 409
Traffic, Shipping & Receiving Clerks (1995)	16, 123
Travel Agents (1997)	17, 203
Truck Drivers, Heavy or Tractor Trailer (1997)	20, 505
Truck Drivers, Light & Delivery (1995)	14, 218
Veterinary Assistants (1996)	17, 61
Waiters & Waitresses (1997)	21, 500
Webmasters (1997)	15, 30

Occupational References

Accountants & Auditors (OES 211140)

Accountant, Tax	160.162-010
Accountant	160.162-018
Accountant, Budget	160.162-022
Accountant, Cost	160.162-026
Auditor, Data Processing	160.162-030
Accountant, Property	160.167-022
Accountant, Systems	160.167-026
Auditor, County Or City	160.167-030
Auditor, Internal	160.167-034
Auditor, Tax	160.167-038
Bursar	160.167-042
Auditor	160.167-054
Director, Utility Accounts	160.267-014

Assemblers & Fabricators (OES 939560)

365 related DOT titles

Automotive Body & Related Repairers (OES 853050)

Squeak, Rattle, and Leak Repairer	620.364-010
Used-Car Renovator	620.684-034
Shop Estimator	807.267-010
Truck-Body Builder	807.281-010
Automobile-Body Customizer	807.361-010
Automobile-Body Repairer	807.381-010
Frame Repairer	807.381-018
Service Mechanic	807.381-022
Auto-Body Repairer, Fiberglass	807.381-030
Frame Straightener	807.484-010
Automobile-Bumper Straightener	807.684-010
Paint Sprayer, Sandblaster	845.381-018
Glass Installer	865.684-010

Automotive Mechanics (OES 853020)

Automobile Mechanic	620.261-010
Automobile Mechanic Apprentice	620.261-012
Automobile-Service-Station Mechanic	620.261-030
Automotive-Cooling-System Diagnostic Technician	620.261-034
Air-Conditioning Mechanic	620.281-010
Brake Repairer	620.281-026
Carburetor Mechanic	620.281-034
Front-End Mechanic	620.281-038
Maintenance Mechanic	620.281-046
Transmission Mechanic	620.281-062
Tune-Up Mechanic	620.281-066
Vehicle Fuel-Systems Converter	620.281-070
Automobile-Radiator Mechanic	620.381-010
Repairer, Heavy	620.381-022
Brake Adjuster	620.684-018
Clutch Rebuilder	620.684-022
Fuel-Injector Servicer	625.281-022
Wheelwright	706.381-046
New Car Get-Ready Mechanic	806.361-026
Automobile-Accessories Installer	806.684-038
Muffler Installer	807.664-010
Floor Service worker, Spring	807.684-022
Automatic-Window-Seat-and-Top-Lift Repairer	825.381-014

Billing, Cost & Rate Clerks (OES 553440)

Wharfinger	184.387-010
Rate Analyst, Freight	214.267-010
Demurrage Clerk	214.362-010
Documentation-Billing Clerk	214.362-014
Insurance Clerk	214.362-022
Invoice-Control Clerk	214.362-026
Traffic-Rate Clerk	214.362-038

Billing, Cost & Rate Clerks--continued

Billing Clerk	214.362-042
Billing Typist	214.382-014
C.O.D. Clerk	214.382-018
Interline Clerk	214.382-022
Revising Clerk	214.382-026
Settlement Clerk	214.382-030
Billing-Control Clerk	214.387-010
Rate Reviewer	214.387-014
Services Clerk	214.387-018
Foreign Clerk	214.467-010
Pricer, Message and Delivery Service	214.467-014
Deposit-Refund Clerk	214.482-014
Medical-Voucher Clerk	214.482-018
Rater	214.482-022
Telegraph-Service Rater	214.587-010
Cost Clerk	216.382-034
Policy-Value Calculator	216.382-050
Receipt-and-Report Clerk	216.382-054
Deposit Clerk	241.267-026
Evaluator	249.367-034

Bookkeeping, Accounting & Auditing Clerks (OES 553380)

Checker II	209.687-010
Distribution-Accounting Clerk	210.362-010
Account-Information Clerk	210.367-010
Foreign-Exchange-Position Clerk	210.367-014
Audit Clerk	210.382-010
Bookkeeper	210.382-014
Classification-Control Clerk	210.382-030
Credit-Card clerk	210.382-038
Fixed-Capital Clerk	210.382-042
General-Ledger Bookkeeper	210.382-046
Mortgage-Loan-Computation Clerk	210.382-050
Night Auditor	210.382-054
Securities Clerk	210.382-062
Collection Clerk	216.362-014

Food-And-Beverage Controller	216.362-022
Mortgage-Accounting Clerk	216.362-026
Reserves Clerk	216.362-034
Electronics Funds Transfer Coordinator	216.362-038
Margin Clerk I	216.362-042
Budget Clerk	216.382-022
Clearing-House Clerk	216.382-026
Returned-Item Clerk	216.382-058
Accounting Clerk	216.482-010
Dividend-Deposit-Voucher Clerk	216.482-026
Booking Clerk	216.587-010
Voucher Clerk	219.362-066
Cancelling and Cutting Control Clerk	219.367-042
Letter-of-Credit Clerk	219.367-050
Tax Clerk	219.487-010
Parimutuel-Ticket Checker	219.587-010

Carpenters (OES 871020)

Carpenter, Prototype	806.281-058
Carpenter, Maintenance	860.281-010
Carpenter, Ship	860.281-014
Boatbuilder, Wood	860.361-010
Boatbuilder Apprentice, Wood	860.361-014
Carpenter	860.381-022
Carpenter Apprentice	860.381-026
Carpenter, Bridge	860.381-030
Carpenter, Mold	860.381-034
Carpenter, Railcar	860.381-038
Carpenter, Rough	860.381-042
Form Builder	860.381-046
Joiner	860.381-050
Joiner Apprentice	860.381-054
Shipwright	860.381-058
Shipwright Apprentice	860.381-062
Tank Builder and Erector	860.381-066
Tank Erector	860.381-070
Carpenter I	860.664-010
Carpenter II	860.681-010

Carpenters--continued

Builder, Beam	860.684-010
Sider	860.684-014
Composition-Weatherboard Applier	863.684-010
Sign Erector-and-Repairer	869.361-018
House Repairer	869.381-010
Timber Framer	869.381-034
Assembler, Subassembly	869.684-018
Lay-Out Worker	869.684-034
Roof Assembler I	869.684-042
Prop Maker	962.281-010

Cashiers (OES 490230)

Order Clerk, Food and Beverage	209.567-014
Cashier I	211.362-010
Paymaster of Purses	211.367-010
Cashier II	211.462-010
Cashier-Checker	211.462-014
Cashier-Wrapper	211.462-018
Cashier, Gambling	211.462-022
Check Cashier	211.462-026
Drivers'-Cash Clerk	211.462-030
Teller	211.462-034
Toll Collector	211.462-038
Cashier, Courtesy Booth	211.467-010
Money Counter	211.467-014
Parimutuel-Ticket Cashier	211.467-018
Parimutuel-Ticket Seller	211.467-022
Sheet Writer	211.467-026
Ticket Seller	211.467-030
Change Person	211.467-034
Cashier, Tube Room	211.482-010
Information Clerk-Cashier	249.467-010
Auction Clerk	294.567-010

Child Care Workers (OES 680380)

Child-Care Attendant, School	355.674-010
Attendant, Children's Institution	359.677-010
Nursery School Attendant	359.677-018
Playroom Attendant	359.677-026

Combined Food Preparation & Service Workers (OES 650410)

Fast-Foods Worker	311.472-010
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Computer Engineers (OES 221270)

Software Engineer	030.062-010
Computer Systems Hardware Analyst	033.167-010

Computer Programmers (OES 251051)

Computer Programmer	030.162-010
Programmer, Engineering and Scientific	030.162-018
Chief, Computer Programmer	030.167-010
Photo Mask Technician, Electron-Beam	972.382-022

Construction Managers (OES 150170)

Contractor	182.167-010
Landscape Contractor	182.167-014
Railroad-Construction Director	182.167-018
Superintendent, Construction	182.167-026
Superintendent, Maintenance of Way	182.167-030
Supervisor, Bridges and Buildings	182.167-034

Cooks, Restaurant (OES 650260)

Chef De Froid	313.281-010
Cook	313.361-014
Cook, Apprentice	313.361-018
Cook, Specialty, Foreign Food	313.361-030
Garde Manger	313.361-034
Cook, Barbecue	313.381-022
Ice-Cream Chef	313.381-034
Cook, Station	315.361-022
Cook, Larder	315.381-014
Cook, Railroad	315.381-018

Data Processing Equipment Repairers (OES 857050)

Assembly Technician	633.261-010
Field Service Engineer	828.261-014

Dental Assistants (OES 660020)

Dental Assistant	079.361-018
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Dental Hygienists (OES 329080)

Dental Hygienist	078.361-010
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Dispatchers, except Police, Fire & Ambulance (OES 580050)

Car Clerk, Pullman	215.167-010
Taxicab Coordinator	215.367-018
Dispatcher, Relay	221.362-014
Service Clerk	221.367-070
Work-Order-Sorting Clerk	221.367-082
Dispatcher	239.167-014
Dispatcher, Maintenance Service	239.367-014
Receiver-Dispatcher	239.367-022
Dispatcher, Street Department	239.367-030
Dispatcher, Ship Pilot	248.367-026
Dispatcher, Motor Vehicle	249.167-014
Routing Clerk	249.367-070
Train Dispatcher, Assistant Chief	910.167-014
Engine Dispatcher	910.367-018
Dispatcher, Tugboat	911.167-010
Bus Dispatcher, Interstate	913.167-010
Taxicab Starter	913.367-010
Dispatcher, Oil	914.167-014
Dispatcher, Traffic Or System	919.162-010
Dispatcher	932.167-010
Dispatcher, Oil Well Services	939.362-010
Dispatcher, Service Or Work	952.167-010
Gas Dispatcher	953.167-010
Water-Service Dispatcher	954.367-010
Dispatcher, Radioactive-Waste-Disposal	955.167-010
Dispatcher, Service	959.167-010

Dispatchers, Police, Fire & Ambulance (OES 580020)

Dispatcher, Security Guard	372.167-010
Alarm Operator	379.162-010
Dispatcher, Radio	379.362-010
Telecommunicator	379.362-018

Drafters (OES 225140)

Drafter, Architectural	001.261-010
Drafter, Landscape	001.261-014
Drafter, Aeronautical	002.261-010
Supervisor, Drafting and Printed Circuit Design	003.131-010
Controls Designer	003.261-014
Integrated Circuit Layout Designer	003.261-018
Printed Circuit Designer	003.261-022
Drafter, Electrical	003.281-010
Drafter, Electronic	003.281-014
Drafter, Civil	005.281-010
Drafter, Structural	005.281-014
Die Designer	007.161-010
Die-Designer Apprentice	007.161-014
Engineering Assistant, Mechanical Equipment	007.161-018
Chief Drafter	007.261-010
Drafter, Castings	007.261-014
Drafter, Patent	007.261-018
Drafter, Tool Design	007.261-022
Drafter, Mechanical	007.281-010
Drafter, Directional Survey	010.281-010
Drafter, Geological	010.281-014
Drafter, Geophysical	010.281-018
Drafter, Marine	014.281-010
Drafter, Chief, Design	017.161-010
Design Drafter, Electromechanisms	017.261-014
Detailer	017.261-018
Detailer, Furniture	017.261-022
Drafter, Commercial	017.261-026
Drafter, Detail	017.261-030
Drafter, Heating and Ventilating	017.261-034

Drafters--continued

Drafter, Plumbing	017.261-038
Drafter, Automotive Design	017.261-042
Auto-Design Detailer	017.281-010
Drafter Apprentice	017.281-014
Drafter, Assistant	017.281-018
Drafter, Automotive Design Layout	017.281-026
Drafter, Oil and Gas	017.281-030
Technical Illustrator	017.281-034
Test Fixture Designer	726.364-014

Drivers/Sales Workers (OES 971170)

Driver, Sales Route	292.353-010
Newspaper-Delivery Driver	292.363-010
Lunch-Truck Driver	292.463-010
Coin Collector	292.483-010
Driver Helper, Sales Route	292.667-010

Electrical & Electronic Assemblers (OES 939050)

Phonograph-Cartridge Assembler	720.684-014
Record-Changer Assembler	720.687-010
Electric-Motor Winder	721.484-010
Field-Ring Assembler	721.484-014
Skein Winder	721.484-022
Assembler, Carbon Brushes	721.684-014
Electric-Motor Assembler	721.684-022
Spider Assembler	721.684-026
Assembler	723.684-010
Assembler I	723.684-014
Electronics Utility Worker	726.364-018
Electronic-Scale Subassembler	726.684-014
Electronics Assembler	726.684-018
Assembler, Semiconductor	726.684-034
Printed Circuit Board Assembler, Hand	726.684-070
Printed Circuit Board Assembly Repairer	726.684-086
Plug Wirer	726.687-014
Battery Assembler	727.684-010

Plate Assembler, Small Battery	727.684-026
Battery-Parts Assembler	727.687-038
Assembler, Electrical Accessories II	729.384-010
Electrical Assembler	729.384-026
Capacitor Assembler	729.684-014
Electric-Sign Assembler	729.684-022
Electrical-Control Assembler	729.684-026
Deicer Assembler, Electric	739.684-050
Transformer Assembler II	820.684-010

Electrical & Electronic Engineering Technicians (OES 225050)

Electrical Technician	003.161-010
Electronics Technician	003.161-014
Technician, Semiconductor Development	003.161-018
Instrumentation Technician	003.261-010
Calibration Laboratory Technician	019.281-010
Technical Testing Engineer	194.381-010
Electronics Assembler, Developmental	726.261-010
Electrician, Research	726.261-014
Senior Technician, Controls	828.261-018

Electrical & Electronic Engineers (OES 221260)

Electrical Engineer	003.061-010
Electrical Test Engineer	003.061-014
Electrical-Design Engineer	003.061-018
Electrical-Prospecting Engineer	003.061-022
Electrical-Research Engineer	003.061-026
Electronics Engineer	003.061-030
Electronics-Design Engineer	003.061-034
Electronics-Research Engineer	003.061-038
Electronics-Test Engineer	003.061-042
Illuminating Engineer	003.061-046
Planning Engineer, Central Office Facilities	003.061-050
Cable Engineer, Outside Plant	003.167-010
Distribution-Field Engineer	003.167-014
Electrical Engineer, Power System	003.167-018
Electrolysis-and-Corrosion-Control Engineer	003.167-022
Engineer of System Development	003.167-026

Electrical & Electronic Engineers--continued

Engineer-In-Charge, Studio Operations	003.167-030
Induction-Coordination Power Engineer	003.167-038
Outside-Plant Engineer	003.167-042
Power-Distribution Engineer	003.167-046
Power-Transmission Engineer	003.167-050
Protection Engineer	003.167-054
Supervisor, Microwave	003.167-058
Transmission-and-Protection Engineer	003.167-066
Central-Office Equipment Engineer	003.187-010
Commercial Engineer	003.187-014
Customer-Equipment Engineer	003.187-018

Employment Interviewers (OES 215080)

Employment Interviewer	166.267-010
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Financial Managers (OES 130020)

Controller	160.167-058
Treasurer	161.117-018
Manager, Credit and Collection	169.167-086
Risk and Insurance Manager	186.117-066
Treasurer, Financial Institution	186.117-070
Vice President, Financial Institution	186.117-078
Manager, Exchange Floor	186.117-086
Reserve Officer	186.167-054
Manager, Financial Institution	186.167-086
User Representative, International Accounting	189.117-038

First Line Supervisors & Managers, Clerical (OES 510020)

103 related DOT titles

Food Preparation Workers (OES 650380)

Raw Shellfish Preparer	311.674-014
Baker Helper	313.684-010
Cook Helper, Pastry	313.687-010
Carver	316.661-010
Butcher, Chicken and Fish	316.684-010
Deli Cutter-Slicer	316.684-014

Salad Maker	317.384-010
Sandwich Maker	317.664-010
Coffee Maker	317.684-010
Pantry Goods Maker	317.684-014
Cook Helper	317.687-010
Kitchen Helper	318.687-010
Scullion	318.687-014
Silver Wrapper	318.687-018
Food Assembler, Kitchen	319.484-010

Gardeners & Groundskeepers (OES 790300)

Gardener, Special Effects and Instruction Models	406.381-010
Greenskeeper II	406.683-010
Cemetery Worker	406.684-010
Groundskeeper, Industrial-Commercial	406.684-014
Garden Worker	496.684-018
Landscape Specialist	406.687-010
Lawn Service Worker	408.684-010

General Office Clerks (OES 553470)

Congressional-District Aide	209.362-030
Clerk, General	209.562-010
Administrative Clerk	219.362-010
Clerk, Telegraph Service	219.362-022
Contract Clerk, Automobile	219.362-026
Police Aide	243.362-014
Unit Clerk	245.362-014
Animal-Hospital Clerk	245.367-010
Blood-Donor-Unit Assistant	245.367-014
Calendar-Control Clerk, Blood Bank	245.367-018
Animal-Shelter Clerk	249.367-010
Career-Guidance Technician	249.367-014
Police Clerk	375.362-010
Dispatcher, Concrete Products	579.137-030

Guards & Watch Guards (OES 630470)

Armored-Car Guard and Driver	372.563-010
Armored-Car Guard	372.567-010
Airline Security Representative	372.667-010

Guards & Watch Guards--continued

Bodyguard	372.667-014
Gate Guard	372.667-030
Guard, Security	372.667-034
Merchant Patroller	372.667-038
Bouncer	376.667-010
Golf-Course Ranger	379.667-010

Hazardous Materials Technicians (No OES Code)

Sanitary Engineer	005.061-030
Industrial Health Engineer	012.167-034
Biomedical Engineer	019.061-010
Environmental Analyst	029.081-010
Sanitarian	079.117-018
Industrial Hygienist	079.161-010
Hazardous Waste Management Specialist	168.267-086
Inspector, Industrial Waste	168.267-054
Environmental Hazardous Waste Tech	168.364-640
Asbestos Abatement Contractors	182.167-010
Leaded Paint Abatement Inspectors & Assessors	182.267-010
Truck Dispatchers	249.167-014
Sanitarian	529.137-014
Equipment Operators	850.683-010
Asbestos Abatement Mechanics	869.134-026
Asbestos Removal Workers	869.684-082
Leaded Paint Abatement Workers	899.364-720
Haz-Mat Truck Drivers	905.663-014
Truck Driver Helpers	905.687-010

Heating, Air Conditioning & Refrigeration Mechanics & Installers
(OES 859020)

Heating-and-Air-Conditioning Installer-Servicer	637.261-014
Refrigeration Mechanic	637.261-026
Solar-Energy-System Installer	637.261-030
Air and Hydronic Balancing Technician	637.261-034
Evaporative-Cooler Installer	637.381-010
Refrigeration Unit Repairer	637.381-014
Refrigeration Mechanic	827.361-014

Oil-Burner-Servicer-and-Installer	862.281-018
Furnace Installer	862.361-010
Furnace Installer-and-Repairer, Hot Air	869.281-010

Home Health Care Workers (OES 660110)

Home Attendant	354.377-014
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Human Service Workers (OES 273080)

Case Aide	195.367-010
Management Aide	195.367-014
Food-Management Aide	195.367-022
Social-Services Aide	195.367-034

Janitors & Cleaners (OES 670050)

Change-House Attendant	358.687-010
Cleaner, Commercial Or Institutional	381.687-014
Cleaner, Industrial	381.687-022
Cleaner, Laboratory Equipment	381.687-022
Cleaner, Wall	381.687-026
Patch Worker	381.687-030
Waxer, Floor	381.687-034
Janitor	382.664-010
Cleaner, Home Restoration Service	389.664-010
Sexton	389.667-010
Sweeper-Cleaner, Industrial	389.683-010
Cleaner, Window	389.007-014
Venetian-Blind Cleaner and Repairer	739.687-198
Chimney Sweep	891.687-010
Project-Crew Worker	891.687-018
Hydroelectric-Plant Maintainer	952.687-010

Legal Secretaries (OES 551020)

Legal Secretary	201.362-010
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Licensed Vocational Nurses (OES 325050)

Nurse, Licensed Practical	079.374-014
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Maintenance Repairers (OES 851320)

Fire-Fighting-Equipment Specialist	638.281-010
Maintenance Repairer, Industrial	899.261-014
Maintenance Repairer, Building	899.381-010

Marketing, Advertising & Public Relations Managers (OES 130110)

Production Manager, Advertising	141.137-010
Executive Producer, Promos	159.167-022
Manager, Export	163.117-014
Manager, Promotion	163.117-018
Director, Media Marketing	163.117-022
Director, Underwriter Solicitation	163.117-026
Manager, Advertising	163.167-010
Manager, Sales	163.167-018
Manager, Utility Sales and Service	163.167-022
Field Representative	163.267-010
Manager, Advertising	164.117-010
Manager, Advertising Agency	164.117-014
Media Director	164.117-018
Account Executive	164.167-010
Area Supervisor, Retail Chain Store	185.117-014
Fashion Coordinator	185.157-010
Supervisor of Sales	185.157-014
Manager, Vehicle Leasing and Rental	187.167-162
Manager, Customer Technical Services	189.117-018

Medical Assistants (OES 660050)

Medical Assistant	079.362-010
Chiropractor Assistant	079.364-010
Podiatric Assistant	079.374-018
Morgue Attendant	355.667-010

Medical Secretaries (OES 551050)

Medical Secretary	201.362-014
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Nurse Aides (OES 660080)

Nurse, Practical	354.374-010
Birth Attendant	354.377-010
First-Aid Attendant	354.677-010
Nurse Assistant	355.674-014
Orderly	355.674-018

Nursery Workers (OES 790050)

Farmworker, Bulbs	405.683-010
Budder	405.684-010
Horticultural Worker I	405.684-014
Flower Picker	405.687-010
Horticultural Worker II	405.687-014
Transplanter, Orchid	405.687-018
Plant-Care Worker	408.364-010
Tree-Surgeon Helper II	408.687-018

Paralegal Personnel (OES 283050)

Legal Investigator	119.267-022
Paralegal	119.267-026

Personal & Home Care Aides (OES 680350)

Homemaker	309.354-010
Blind Aide	359.573-010

Physical Therapists (OES 323080)

Physical Therapist	076.121-014
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Physical Therapy Aides (OES 660172)

Physical Therapist Assistant	076.224-010
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Physical Therapy Assistants (OES 660171)

Physical Therapist Assistant	076.224-010
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Radiologic Technologists, Diagnostic (OES 329210)

Radiologic Technologist, Chief	078.162-010
Radiologic Technologist	078.362-026

Radiologic Technologists, Therapeutic (OES 329170)

Radiologic Technologist, Chief	078.162-010
Radiologic Technologist	078.362-026
Special Procedures Technologist, Angiogram	078.362-046
Special Procedures Technologist, CT Scan	078.362-054
Special Procedures Technologist, MRI	078.362-058
Ultrasound Technologist	078.364-010

Receptionists & Information Clerks (OES 553050)

Credit Reporting Clerk	203.362-014
Registrar	205.367-038
Information Clerk, Automobile Club	237.267-010
Appointment Clerk	237.367-010
Information Clerk	237.367-018
Information Clerk	237.367-022
Land-Leasing Examiner	237.367-026
Receptionist	237.367-038
Referral-and-Information Aide	237.367-042
Telephone Quotation Clerk	237.367-046
Tourist-Information Assistant	237.367-050
Space Scheduler	238.367-022
Scheduler	238.367-034
Policyholder-Information Clerk	249.262-010
Park Aide	249.367-082

Recreation Workers (OES 273110)

Manager, Pool	153.137-010
Counselor, Camp	159.124-010
Recreation Supervisor	187.167-238
Program Aide, Group Work	195.227-010
Recreation Leader	195.227-014
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Nurse, School	075.124-010
Nurse, Staff, Community Health	075.124-014
Nurse, Consultant	075.127-014
Nurse, Supervisor, Community-Health Nursing	075.127-026
Nurse, Supervisor, Evening-Or-Night	075.127-030
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Nurse, Supervisor	075.167-010
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Nurse Practitioner	075.264-010
Nurse-Midwife	075.264-014
Nurse, General Duty	075.364-010
Nurse Anesthetist	075.371-010
Nurse, Office	075.374-014
Nurse, Private Duty	075.374-018
Nurse, Staff, Occupational Health Nursing	075.374-022

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Salesperson, Flowers	260.357-026
Salesperson, Wigs	261.351-010
Salesperson, Corsets	261.354-010
Sales Representative, Footwear	261.357-018
Salesperson, Furs	261.357-042
Salesperson, Infants' and Children's Wear	261.357-046
Salesperson, Men's and Boys' Clothing	261.357-050
Salesperson, Men's Furnishings	261.357-054
Salesperson, Millinery	261.357-058
Salesperson, Shoes	261.357-062
Salesperson, Women's Apparel and Accessories	261.357-066
Salesperson, Yard Goods	261.357-070
Salesperson, Leather-&-Suede Apparel-&-Access.	261.357-074
Sales Representative, Toilet Preparations	262.357-014
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Sales Representative, Home Furnishings	270.357-010
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Salesperson, Curtains and Draperies	270.357-022
Salesperson, Floor Coverings	270.357-026
Salesperson, Furniture	270.357-030
Salesperson, Household Appliances	270.357-034
Salesperson, Stereo Equipment	270.357-038
Sales Representative, Videotape	271.357-014
Salesperson, Horticultural and Nursery Products	272.357-022
Salesperson, Automobiles	273.353-010
Sales Representative, Boats and Marine Supplies	273.357-018
Salesperson, Automobile Accessories	273.357-030
Salesperson, Trailers and Motor Homes	273.357-034
Salesperson, Orthopedic Shoes	276.257-018
Hearing Aid Specialist	276.354-010
Salesperson, Pianos and Organs	277.354-010
Salesperson, Books	277.357-034
Salesperson, Musical Instruments and Accessories	277.357-038
Salesperson, Pets and Pet Supplies	277.357-042
Salesperson, Phonograph Records & Tape Record.	277.357-046
Salesperson, Sheet Music	277.357-054
Salesperson, Sporting Goods	277.357-058
Salesperson, Stamps Or Coins	277.357-062
Salesperson, Toy Trains and Accessories	277.357-066
Salesperson, Art Objects	277.457-010
Salesperson, Flying Squad	279.357-046
Salesperson, General Hardware	279.357-050
Salesperson, General Merchandise	279.357-054
Salesperson, Jewelry	279.357-058
Coupon-Redemption Clerk	290.477-010
Sales Clerk	290.477-014
Sales Clerk, Food	290.477-018
Platform Attendant	299.377-010
Layaway Clerk	299.467-010
Sales Attendant	299.677-010

Secretaries (OES 551080)

Social Secretary	201.162-010
Membership Secretary	201.362-018
School Secretary	201.362-022
Script Supervisor	201.362-026
Secretary	201.362-030
Trust Operations Assistant	219.362-074

Stock Clerks (OES 580230)

Merchandise Distributor	219.367-018
Space-and-Storage Clerk	219.387-026
Stock Control Clerk	219.387-030
Odd-Piece Checker	221.587-018
Outsole Scheduler	221.587-022
Metal-Control Coordinator	222.167-010
Cut-File Clerk	222.367-014
Film-Or-Tape Librarian	222.367-026
Magazine Keeper	222.367-038
Parts Clerk	222.367-042
Prescription Clerk, Lens-and-Frames	222.367-050
Tool-Crib Attendant	222.367-062
Fuel-Oil Clerk	222.387-018
Inventory Clerk	222.387-026
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Material Clerk	222.387-034
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Storekeeper	222.387-062
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Kitchen Clerk	222.587-022
Transformer-Stock Clerk	222.587-054
Meat Clerk	222.684-010
Tooth Clerk	222.687-038
Protective-Clothing Issuer	222.687-046
Field Recorder	229.367-010
Parts Lister	229.367-014
Quality-Control Clerk	229.587-014
Parts-Order-and-Stock Clerk	249.367-058

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Supply Clerk	339.687-010
Central-Supply Worker	381.687-010
Custodian, Athletic Equipment	969.367-010

Systems Analysts, Electronic Data Processing (OES 251020)

Programmer-Analyst	030.162-014
Systems Programmer	030.162-022
Systems Analyst	030.167-014
Quality Assurance Analyst	033.262-010
Information Scientist	109.067-010

Taxi Drivers & Chauffeurs (OES 971140)

Chauffeur	359.673-010
Chauffeur, Funeral Car	359.673-014
Taxi Driver	913.463-018
Chauffeur	913.663-010
Deliverer, Car Rental	919.663-010
Driver	919.683-014

Teachers, Elementary (OES 313050)

Teacher, Elementary School	092.227-010
Instructor, Physical Education	099.224-010

Teachers, Preschool (OES 313021)

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Teachers, Secondary (OES 313080)

Teacher, Industrial Arts	091.221-010
Teacher, Secondary School	091.227-010
Instructor, Physical Education	099.224-010
Instructor, Military Science	099.227-022

Teachers, Special Education (OES 313110)

Work-Study Coordinator, Special Education	094.107-010
Teacher, Hearing Impaired	094.224-010
Teacher, Physically Impaired	094.224-014
Teacher, Visually Impaired	094.224-018
Teacher, Emotionally Impaired	094.227-010
Teacher, Mentally Impaired	094.227-022
Teacher, Vocational Training	094.227-026
Teacher, Learning Disabled	094.227-030
Evaluator	094.267-010
Teacher, Resource	099.227-042
Supervisor, Contract-Sheltered Workshop	187.134-010
Teacher, Home Therapy	195.227-018

Tellers (OES 531020)

Foreign Banknote Teller-Trader	211.362-014
Teller	211.362-018
Teller, Vault	211.382-010
Coupon Clerk	219.462-010

Traffic, Shipping & Receiving Clerks (OES 580280)

Reconsignment Clerk	209.367-042
Traffic Clerk	214.587-014
Paper-Control Clerk	219.367-022
Shipping-Order Clerk	219.367-030
Industrial-Order Clerk	221.367-022
Ticket Puller	221.687-014
Truckload Checker	222.367-066
Car Checker	222.387-014
Gun-Repair Clerk	222.387-022
Shipping and Receiving Clerk	222.387-050
Sorter-Pricer	222.387-054
Milk-Receiver, Tank Truck	222.485-010

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Grain Elevator Clerk	222.567-010
Ship Runner	222.567-014
Distributing Clerk	222.587-018
Route-Delivery Clerk	222.587-034
Vault Worker	222.587-058
Routing Clerk	222.687-022
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Incoming-Freight Clerk	248.362-010
Booking Clerk	248.367-014
Container Coordinator	248.367-022
Checker	919.687-010
Photofinishing Laboratory Worker	976.687-018

Travel Agents (OES 430210)

Travel Agent	252.152-010
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Truck Drivers, Heavy or Tractor Trailer (OES 971020)

Concrete-Mixing-Truck Driver	900.683-010
Dump-Truck Driver	902.683-010
Explosives-Truck Driver	903.683-010
Powder-Truck Driver	903.683-014
Tank-Truck Driver	903.683-018
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Log-Truck Driver	904.683-010
Milk Driver	905.483-010
Garbage Collector Driver	905.663-010
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Van Driver	905.663-018
Water-Truck Driver II	905.683-010
Hostler	909.663-010
Driver-Utility Worker	919.663-018
Tow-Truck Operator	919.663-026
Drip Pumper	953.583-010

Truck Drivers, Light & Delivery (OES 971050)

Food-Service Driver	906.683-010
Liquid-Fertilizer Servicer	906.683-014
Telephone-Directory-Distributor Driver	906.683-018
Truck Driver, Light	906.683-022
Driver	913.663-018
Escort Vehicle Driver	919.663-022

Veterinary Assistants (OES 798060)

Animal Caretaker	410.674-010
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Waiters & Waitresses (OES 650080)

Wine Steward/Stewardess	310.357-010
Waiter/Waitress, Bar	311.477-018
Waiter/Waitress, Dining Car	311.477-022
Waiter/Waitress, Formal	311.477-026
Waiter/Waitress, Informal	311.477-030
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Mess Attendant	350.677-010
Steward/Stewardess, Wine	350.677-026
Waiter/Waitress	350.677-030
Waiter/Waitress, Club	352.677-018

Additional Schools and Training Providers Outside Sonoma County

Academy of Art College

79 New Montgomery Street
San Francisco, CA 94105
Phone: 415-274-2200
Fax: 415-274-4130
"Advanced Computer Arts"

CADD Applications

366 Bel Marin Keys Blvd., Suite C
Novato, CA 94949
Phone: 415-883-0352
Fax: 415-883-6214
"CADD & Multimedia Training"

California Culinary Academy

625 Polk Street
San Francisco, CA 94102
Phone: 800-229-2433
Fax: 415-292-8290
"Culinary Arts"

College of Marin

835 College Ave.
Kentfield, CA 94904
Phone: 415-457-8811
Fax: 415-456-7770
"Various Programs"

College of the Redwoods

1211 Del Mar Drive
Fort Bragg, CA 95437
Phone: 707-961-1001
Fax: 707-961-0943
"Various Programs"

Diversified Office & Teaching Services

1135 Rutherford Road
Rutherford, CA 94573
Phone: 707-944-0300
Fax: 707-963-0507
"Office & Computer Related Programs"

Falcon Truck School

2402 Sacramento Street
Vallejo, CA 94590
Phone: 707-643-1700
"Truck Driver Training"

Golden Gate University

536 Mission Street
San Francisco, CA 94105
Phone: 415-442-7000
Fax: 415-442-6579
"Various Programs"

Hartsog Trade School

2573 Clay Bank Road
Fairfield, CA 94533
Phone: 707-426-4181
Fax: 707-426-4182
"Heating, Ventilation, & Air Conditioning Servicer"

Heald Institute of Technology

2860 Howe Road
Martinez, CA 94553
Phone: 510-228-9000
Fax: 510-229-3792
"Electronics Technician Training"

Insurance Education Association (IEA)

100 California Street, Suite 1100

San Francisco, CA 94111

Phone: 415-986-6356

Fax: 415-986-4905

"Insurance Professional Development"

Mendocino College

1000 Hensley Creek Road/P.O. Box 3000

Ukiah, CA 95482

Phone: 707-468-3102

Fax: 707-468-3120

"Various Business & Computer Related Programs"

Merritt College

12500 Campus Drive

Oakland, CA 94619

Phone: 510-531-4911

Fax: 510-436-2405

"Various Programs"

Napa Valley College

2277 Napa-Vallejo Highway

Napa, CA 94558

Phone: 707-253-3000

Fax: 707-253-3064

"Various Programs"

Pacific Union College

460 Howell Mountain Road

Angwin, CA 94508

Phone: 800-862-7080

Fax: 707-965-6432

"Various Programs"

Platt College

301 Mission Street, Suite 450

San Francisco, CA 94105

Phone: 415-495-4000

Fax: 415-495-3230

"Graphic Design & Multimedia"

Precision Truck School

7700 Edgewater Drive, Suite 836

Oakland, CA 94621

Phone: 510-638-7078

Fax: 510-638-8811

"Truck Driver Training"

San Francisco State University-Extended Learning

425 Market Street

San Francisco, CA 94105

Phone: 415-338-1373

Fax: 415-904-7760

"Various Programs"

Sequoia Institute

420 Whitney Place

Fremont, CA 94539

Phone: 510-770-3886

Fax: 510-490-8599

"Applied Automotive Technology"

The ACADemy

100 Ebbtide Ave., Bldg. 4

Sausalito, CA 94965

Phone: 415-331-9466

Fax: 415-331-0160

"AutoCAD Training"

University of California, Davis-Extension

Davis, CA 95616

Phone: 530-757-8895

Fax: 530-754-5105

"Various Programs"

Western Truck School

3990 Industrial Blvd.

West Sacramento, CA 95691

Phone: 800-929-1320

Fax: 916-372-8736

"Tractor/Trailer Operator Program"

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